

**PROCEEDINGS OF THE BROWN COUNTY
EDUCATION & RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education & Recreation Committee** was held on Thursday, December 6, 2012 at the NEW Zoo Education Building, 4418 Reforestation Road, Green Bay, Wisconsin.

Present: Supervisors Patrick Wetzel, Erik Hoyer, John Van Dyck, Patrick William, Vander Leest
Also Present: Scott Anthes, Lynn Stainbrook, Dr. Watermolen, Lori Denault, Curt Beyler,
Neil Anderson, Doug Hartman, Rolf Johnson.

Tour - NEW Zoo Education Building at 5:30 p.m.

I. Call to Order:

The meeting was called to order by Chairman Wetzel at 6:02 p.m. thanking the NEW Zoo for the tour of the Education Building.

II. Approve/Modify Agenda:

Motion made by Supervisor Vander Leest, seconded by Supervisor to Van Dyck to approve the agenda. Vote taken. MOTION UNANIMOUSLY APPROVED

III. Approve/modify Minutes of October 4, 2012 & October 15, 2012.

**Motion made by Supervisor Vander Leest, seconded by Supervisor Williams to receive and place on file the minutes of 10/4/12 & 10/15/12. Vote taken.
MOTION UNANIMOUSLY APPROVED**

1. Review Minutes of:

a. Library Board (September 20, 2012 & October 18, 2012).

Motion made by Supervisor Vander Leest, seconded by Supervisor Williams to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

Communications

2. Communication from Supervisor Zima re: That the Education & Recreation Committee and the Library Board establish a reciprocity agreement with surrounding counties for library service; and further that any bills for library services be withdrawn with an apology from our library director. *Referred from October 17, 2012 County Board meeting.*

Supervisor VanderLeest stated this issue has been settled and the Board has approved the respective budget. He indicated that if Supervisor Zima would like further background as to why the charges were made, he has that option, otherwise VanderLeest stated he does not agree that taxpayers should subsidize other communities who are not paying for library services.

Motion made by Supervisor Vander Leest, seconded by Supervisor Van Dyck to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

3. **Communication from Supervisor Wetzel re: Review Brown County Golf Course obligation to the General Fund, with possible action. *Held until December meeting.***

Chairman Wetzel explained this item was held from last month so that Administration could comment, however, they are also meeting tonight. In addition, Golf Course Superintendent, Scott Anthes, indicated it was not yet known that there would be any money to return to the general fund, suggesting it be addressed again in January.

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to hold until January meeting. Vote taken. MOTION UNANIMOUSLY APPROVED

4. **Communication from Supervisor Hopp re: Request the Library Board review their policy regarding the holding of "R" rated videos within their collection; and justify that policy before the Education & Recreation Committee. *Motion at October 4th meeting: To hold.***

Chairman Wetzel informed the committee that Supervisor Hopp was unable to attend this meeting, however, had provided handouts (attached) relative to the issue. Hopp states in his communication that he was contacted by a constituent who complained that the Library had "R" rated video materials available. Hopp indicated that although this may not be the best use of limited financial resources, nor does it fulfill the mission of the Library in regards to fostering "education, cultural, and economic development", he also understands there are some in the community who rely on this collection for entertainment purposes.

Supervisor Hopp states that although he realizes that the Library is directly responsible for their policies and procedures, aside from the influence of the County Board, he asked that they 1) Establish a clear policy and procedure which implements safeguards and processes which will prevent the loaning of any "R" rated material to anyone under the age of 18; 2) To establish a policy and procedure which implements safeguards and processes which will prevent the loaning of any "NC-17" rated material to anyone under the age of 17; and 3) To establish a policy and procedure which implements safeguards to protect anyone under the age of 18 from being exposed to any "R" rated video material within the Library's collection.

Library Director, Lynn Stainbrook, responded to Supervisor Hopp's concerns, stating that the three directives suggested by Supervisor Hopp are already in place. There are no stations at the facility that would allow anyone underage to view these films on site. Library Board President, Terry Watermolen, added that if movies in this category were eliminated they would include those such as Brave Heart, Saving Private Ryan, Air Force 1, The Firm, The Godfather, A Few Good Men, Schindler's List, etc.

Supervisor VanderLeest suggested that the Library Policy be forwarded to Supervisor Hopp for his review.

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to direct the Library Director to forward the policy to Supervisor Hopp and receive and place this item on file. Vote taken. MOTION UNANIMOUSLY APPROVED

Library

5. Budget Status Financial Reports for September and October, 2012.

This request involves outlay expenses of \$375,000 for replacement of elevators at the Central Library which will be used to fund other repairs and maintenance. At this time utilities are under budget due to energy conservation measures that have been implemented.

Motion made by Supervisor Vander Leest, seconded by Supervisor Williams to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

Motion made by Supervisor VanderLeest, seconded by Supervisor VanDyck to suspend the rules to take items 6 & 7 together. Vote taken. MOTION UNANIMOUSLY APPROVED

6. Budget Adjustment Request (12-97): Increase in expenses with offsetting increase in revenue.

Lori Denault explained that this budget adjustment request relates to insurance recovery revenue (\$9,615) to be used to offset cleanup expenses, odor elimination, replacement of wiring, doors, and a lawn tractor that were damaged as a result of fire and water damage sustained at the Weyers-Hillard Branch.

7. Budget Adjustment Request (12-118): Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund).

Ms. Denault explained this is a request to transfer \$359,000 originally intended to repair existing elevators to the general construction account in the capital projects fund for library renovation. A list of projects to be funded were highlighted and include an arc flash study, test of existing circuit breakers, branch breaker replacement, transfer switch installation, interior lighting retrofit, stack lighting upgrade, book unloading, area lighting upgrade, exterior lighting re-lamping, localized lighting control modification, garage exhaust and make-up air installation, HVAC control system upgrades, existing cooling tower and steam boiler maintenance, and boilers, chillers, and pump replacement.

Motion made by Supervisor Vander Leest, seconded by Supervisor Williams to approve #'s 6 & 7. Vote taken. MOTION UNANIMOUSLY APPROVED

8. Energy Conservation Report.

Curt Beyler, Facilities Manager, was introduced by Ms. Stainbrook, indicating he had a slide presentation regarding the topic of energy conservation. Mr. Beyler informed the committee that this is the same presentation he made to the Wisconsin Green Billing Alliance relative to the Kress Library Branch. He explained there was a state grant for this project which paid for such things as an audit on all library buildings, in addition to a facilities assessment by Boldt Construction. (copies of slides from presentation attached)

Supervisor VanderLeest asked about cost savings and Mr. Beyler gave examples such as sealing duct work, programming changes to HVC, lighting, etc., stating there are many items, offering to provide a list if wanted. Dr. Watermolen indicated that priorities were first determined before moving ahead.

When asked if other County buildings are being considered for energy conservation, Ms. Stainbrook explained that several have been audited for future consideration.

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

9. **September & October, 2012 Library Reports.**

Director Stainbrook highlighted several items included in her written reports for September and October. (See attached reports for details)

Of particular interest was that staff attended training sponsored by the Nicolet Federated Library System related to procedures when dealing with patrons that are mentally ill, angry, suffering from dementia, needing special attention, etc.

In addition, the Library collaborated with the Museum at the October 27th "Monster Mash" event. There were over 500 adults and children attending.

Ms. Stainbrook reported that the library hosted a fundraiser at Heigermeister Park and that over \$600 was raised. This is the 23rd year for this event and over that time period over 22,000 books have been donated.

Motion made by Supervisor Vander Leest, seconded by Supervisor Van Dyck to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

10. **Director's Report.**

Changes to policies which were approved by the Library Board were highlighted and distributed for review by the Director. These changes involve leave time for employees, in addition to matters of harassment, labor law, etc. When asked by Supervisor VanderLeest if Ms. Stainbrook found that these changes allow her to better handle the work force, she indicated there is now more flexibility with hours, stating she values this ability which results in better cooperation from employees. Supervisor Williams commended Ms. Stainbrook for her leadership

Motion made by Supervisor Vander Leest, seconded by Supervisor Williams to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

Golf Course

11. **Budget Status Financial Report for October, 2012.**

Motion made by Supervisor Vander Leest, seconded by Supervisor Van Dyck to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

12. **Golf Course Financial Statistics as of November, 2012.**

Motion made by Supervisor Van Dyck, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

13. **Discussion with possible Closed Session on the Approval of a one year contract extension for Golf Course Restaurant Lease.**

- a. **Closed Session Section 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, wherever competitive or bargaining reasons require a closed session.**

The committee did not go into closed session. Superintendent Anthes explained that a decision was made to pull back the RFP and offer the current vendor a one year extension.

Anthes explained that although the RFP was sent out, it did not get to the scoring phase before it was pulled. There is a requirement to go out for bids every five years.

Motion made by Supervisor Vander Leest, seconded by Supervisor Williams to approve the one year extension with the existing vendor. Vote taken.

MOTION UNANIMOUSLY APPROVED

14. **Discussion and Approval of Golf Course Outing Rates.**

Superintendent Anthes indicated that in talking with Supervisors VanDyck and VanderLeest regarding the dwindling number of golf outings due to increased competition, lower rates at other courses, and the overall size of the facility, it was recommended a new rate structure be considered.

That structure has been developed is as follows:

Outing Size	Price	Discount
0-59 players	\$ 31.00	0%
60-99 players	\$ 28.00	10%
100 + players	\$ 25.00	20%

Anthes indicated that although an attempt is made to limit outings to certain days, he will continue with the flexibility currently allowed. When asked how these rates compare with other courses, Anthes stated most courses do not post their rates.

Motion made by Supervisor VanderLeest, seconded by Supervisor VanDyck to approve the new golf course outing rates. Vote taken. MOTION UNANIMOUSLY APPROVED

15. **Superintendent's Report.**

Anthes indicated that winter maintenance is underway on grounds and equipment. Several staff are on vacation which they cannot take during summer months.

Anthes reported that the Trout Creek Project approved 3 years ago has been completed through an initiative by the Oneida Tribe. He indicated an approximate \$100,000 savings because of Tribe involvement and available government grants. There was no cost to the county. Pictures were distributed of the #17 pond.

Anthes indicated that as the course is closed for the winter, as is the pro shop. Gift certificates can be purchased through the County Clerk's Office, or at the Safari Steak House

Motion made by Supervisor Vander Leest, seconded by Supervisor Williams to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

Museum

16. **Budget Status Financial Report for October, 2012.**

Motion made by Supervisor Van Dyck, seconded by Supervisor Williams to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

17. Budget Adjustment Request (12-101): Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund).

Director Johnson reported that because anticipated admissions revenue has not been achieved, a request is being made for a reallocation from the General Fund to cover 2012 revenue shortfall. In addition, a reallocation of salary savings is requested to cover an unanticipated security deficit. This latter deficit, he explained, is due to more evening and off-hours events requiring security staff, and the fact that the newly redefined Guest Services Coordinator is helping get the software system operational.

Director Johnson informed the committee that according to the Milwaukee Journal, the Milwaukee Public Museum is also facing financial hurdles.

When asked if there was a shortfall in 2011, Director Johnson indicated there was not, which he attributed to personnel costs.

Motion made by Supervisor Hoyer, seconded by Supervisor Van Dyck to approve. Vote taken. MOTION UNANIMOUSLY APPROVED

18. Year-To-Date Gate Revenue Total – Comparison.

Director Johnson provided year to date numbers to committee members which shows a decrease from \$90,326 in 2011 to \$73,298 in 2012.

Motion made by Supervisor Van Dyck, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

19. Sales Report:

Motion made by Supervisor VanDyck, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

20. Director's Report.

Director Johnson again referred to admittance numbers explaining that this number is tied to the kind of exhibits that are shown. Present exhibits include "Who are the Hmong" and "Holiday Memories". Supervisor VanderLeest asked if Mr. Johnson could research and provide the committee a list of the top five exhibits in the nation.

Johnson reported that the Foundation Board held a one day planning retreat on November 7th at which time they conducted an analysis of Foundation financial and program sustainability; that an in-house working group is being assembled to look at operational issues, including a review of museum policies and procedures, etc. (See report in Agenda packet details)

A press conference is scheduled for tomorrow 12/7/12 to discuss activities at the Neville.

Supervisor VanDyck asked if surveys at schools regarding exhibits would be beneficial. Johnson indicated this has been attempted and found to be related more to "needs and standards" and how it reflects on what is being taught. VanDyck also asked about opportunities to take exhibits out of the building, i.e. tour of a plane at the airport, tour of paper manufacturing plant, port activities, etc.

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

NEW Zoo and Park Management

21. Parks Budget Status Financial Report for October, 2012.

Motion made by Supervisor Vander Leest, seconded by Supervisor Van Dyck to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

22. Grant Application Review (12-10): Cellcom Green Gift.

Doug Hartman explained that since putting this on the agenda, he has found that Brown County is not eligible for this grant.

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

23. Resolution to approve a consent to easement for a non-exclusive drainage ditch easement between the Wisconsin Department of Natural Resources and Wisconsin Department of Transportation.

Hartman explained this is a housekeeping matter needing approval.

Motion made by Supervisor Vander Leest, seconded by Supervisor Van Dyck to approve. Vote taken. MOTION UNANIMOUSLY APPROVED

24. Park Management Director's Report.

Hartmann distributed the Park Management Report highlighting staff activities during the month of 2012 (attached). He added the following comments:

- Rifle Range was used by hunters to site guns, etc. during a successful deer hunting season
- Ski and snowmobile trails are groomed and ready to go. Looking for an organized group to help maintain ski trails, similar to that done for snowmobiling
- Seven Park Rangers will go to the Highway Department to work during the winter months. Those that are left in the Parks Department are very busy with winter activities and trail grooming.

When asked about marketing and making the public knowledgeable of ski trail conditions, Hartman stated that Facebook is used, in addition to a web site which will report snow conditions, and a 24 hour access line.

Hartman also responded to the suggestion that he stop at the annual ski sale sponsored by the YMCA to sell ski passes, stating he found this to be a good idea. Passes are presently \$40 for individuals, and \$70 for families.

Motion made by Supervisor Vander Leest, seconded by Supervisor Williams to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

25. NEW Zoo Budget Status Financial Report for October, 2012.

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

Motion made by Supervisor VanderLeest, seconded by Supervisor Hoyer to suspend the rules to take 26, 27 and 28 together. Vote taken. MOTION UNANIMOUSLY APPROVED

- 26. **Budget Adjustment Request (12-104): Increase in expenses with offsetting increase in revenue.**
- 27. **Budget Adjustment Request (12-112): Increase in expenses with offsetting increase in revenue.**
- 28. **Budget Adjustment Request (12-113): Increase in expenses with offsetting increase in revenue.**

Motion made by Supervisor Van Dyck, seconded by Supervisor Vander Leest to approve #'s 26, 27, & 28. Vote taken. MOTION UNANIMOUSLY APPROVED

- 29. **Budget Adjustment Request (12-116): Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund).**

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to delete item 29 from the agenda. Vote taken. MOTION UNANIMOUSLY APPROVED

- 30. **Zoo Monthly Activity Report for November, 2012.**
 - a. **Operations Report for October, 2012.**
 - i. **Admissions, Revenue, Attendance Report.**
 - ii. **Gift Shop, Mayan Zoo Pass Revenue Report.**

Handouts for November were provided and are attached.

Related to the comments by Mr. Johnson and the value of Facebook to the Museum, Director Anderson reported to the committee that involvement with Facebook has resulted in an increase from 7,000 hits to the Zoo to over 15,000 in one year.

Motion made by Supervisor Vander Leest , seconded by Supervisor Van Dyck to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

- b. **NEW Zoo Education & Volunteer Programs Report.**

Motion made by Supervisor Vander Leest, seconded by Supervisor Williams to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

- c. **Zoo Animal Collection Reports for October & November, 2012.**

In addition to his written report, Anderson reported that a waddle crane, which is an endangered species, is now at the Zoo. He is awaiting the arrival of an additional red wolf. With the warmer weather, Anderson stated that the giraffes were outside at Thanksgiving time. Donations have been received for a new window at the giraffe exhibit.

Motion made by Supervisor Vander Leest, seconded by Supervisor Van Dyck to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

d. **NEW Zoo Maintenance Report for October, 2012.**

A maintenance report for October was distributed. General site work, cleaning and landscaping is being accomplished for the winter, along with general repair projects. Staff is being trained to use snow removal equipment.

Motion made by Supervisor Van Dyck, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

e. **Zoo Director's Report.**

The NEW Zoo "Holiday Fest" will be held on December 14th and 15th. (see attachment for details)

Anderson reported they are in the process of preliminary design for an animal hospital. Projected cost is approximately \$1.1 million, which will be raised from donations and other factors.

Motion made by Supervisor Vander Leest, seconded by Supervisor Van Dyck to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

Resch Centre/Arena/Shopko Hall

31. **Complex Attendance for the Brown County Veterans Memorial Complex for September, 2012.**

Motion made by Supervisor Van Dyck, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

Other:

32. **Audit of Bills:**

Motion made by Supervisor Vander Leest, seconded by Supervisor Williams to hold. Vote taken. MOTION UNANIMOUSLY APPROVED

33. **Such Other Matters as Authorized by Law:**

Next meeting will be tentatively scheduled for January 10th

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to adjourn at 8:01 p.m. Vote taken. MOTION UNANIMOUSLY APPROVED

Respectfully submitted,

Alicia Loehlein
Recording Secretary

Rae G. Knippel
Transcriptionist

Anderson_NS

From: Patrick Wetzel <patrickwetzel@live.com>
Sent: Thursday, December 06, 2012 4:55 PM
To: Anderson_NS
Subject: Fwd: Library Policies; please share in my absence
Attachments: image010.png; ATT557539.htm; image001.png; ATT557540.htm; image002.png; ATT557541.htm; Collection Development Policy.pdf; ATT557542.htm

I hate to ask, but in running than on time. Can you print 6 copies of this email and the policies, if they aren't too large? Or at least the copies of the email?

Pat

Sent from my iPhone

Begin forwarded message:

From: "Hopp, Bradley (HS GB)" <brad.hopp@hudsonsharp.com>
To: "Pat Wetzel" <patrickwetzel@live.com>
Subject: Library Policies; please share in my absence

Dear Mr. Chairman-

Let me begin by apologizing for my absence this evening; unfortunately work commitments are preventing me from attending.

I have attached the Library policies that were provided to me by the Library, and draw your attention to the two sections I have noted below in regards to Collection Development.

My initial communication resulted from a constituent complaint regarding the Library collection containing "R" rated video materials. Although I agree with my constituent in the fact that acquiring "R" rated video materials may not constitute the best use of the Library's limited financial resources, nor does it fulfill the mission of the Library in regards to fostering "educational, cultural, and economic development"; I also understand that some in the community rely on this collection for entertainment purposes.

Realizing that the Library and it's Board are directly responsible for their policies and procedures, free from the outside influence of the County Board; I respectfully ask that the Library and it's board take the following under consideration for action at their next meeting:

- 1) Establishment of a clear policy and procedure, which implements safe guards and processes, which will prevent the loaning of any "R" rated material to anyone under the age of 18.
- 2) Establishment of a clear policy and procedure, which implements safe guards and

processes, which will prevent the loaning of any "NC-17" rated material to anyone under the age of 17.

3) Establishment of a clear policy and procedure, which implements safe guards to protect anyone under the age of 18 from being exposed to any "R" rated video materials within the Library's collection.

I would like to thank the You, the members of your committee, the Library staff, and the Library Board for the handling of this matter. And again, I apologize for my absence.

Sincerely,

Brad Hopp
Supervisor Dist. 5

[BOARD_CARD]

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[cid:image002.png@01CDD3CE.FB7E3B10]

COLLECTION DEVELOPMENT

Mission of the Library

Brown County Library exists to foster the educational, cultural and economic development of its communities by providing timely access to the world of information in many formats and by serving as a gathering place of ideas and people.

In a democratic society that depends on the free flow of information, the Brown County Library system, with its central facility, branch libraries, and bookmobile is the most visible symbol of education, lifelong learning, and intellectual freedom in Brown County.

Purpose of the Collection within the Context of the Mission

A library is identified and defined principally by its holdings of materials and information resources. The library fulfills its mission by selecting, acquiring, organizing, preserving, maintaining, and providing access to a collection of materials (both print and non-print) and electronic resources that address the interests and needs of the members of a diverse and complex community.

Purpose of the Collection Development Policy

This formal policy serves several vital purposes.

- Guides staff in making decisions about the selection, management, and preservation of library materials, and in allocating library budgets
- Informs the public of the principles that govern collection development at the Brown County Library
- Constitutes a public declaration of the library's commitment to the principles of free access to ideas and information, and to providing collections that reflect a variety of viewpoints.

General Principles of Collection Development

Collection development at the Brown County Library is founded on the principles of intellectual freedom, equal access for all, and the preservation of the documentary record of culture. The library provides a collection that balances viewpoints across a broad spectrum of opinion and subject matter in formats suitable to a variety of learning and recreational interests and skills. Using selection practices that are flexible and responsive to the changing needs of the community, the library builds and maintains collections for the general public while recognizing the needs of special population groups.

Intellectual Freedom

The library makes available a diversity of ideas and viewpoints in support of an informed citizenry and a democratic society. The library supports the individual choice and judgment of its users in seeking information, and upholds the freedom of library users to read, view, and listen.

Decisions to select or retain an item are based on the merits of each work or information source as it relates to the goals and coverage of the collection. The library considers the value of each item in its entirety and

COLLECTION DEVELOPMENT – page 2

within the context of the collection, not on specific passages or sections in the item itself. Materials are not marked, labeled, or sequestered to show approval, disapproval, or judgment as to suitability of content for particular audiences. Materials are not excluded, removed, proscribed, or suppressed because of their creators' origin, background, or views, or because they represent a particular aspect of life, frankness of expression, or controversial subject matter. Inclusion of an item does not constitute endorsement of its content by the Library Board. Selection of materials for adults is not constrained by possible exposure to children or young adults. Responsibility for children's and young adults' use of library collections rests with their parents, guardians, or caregivers.

To ensure the intellectual freedom rights of its library patrons, the Brown County Library Board has adopted the American Library Association's Library Bill of Rights.

Access

The library makes its collections available to all. However, not all library materials can be made immediately accessible at all locations within the Brown County Library system. Selectors decide how many copies to buy and where to locate them by considering anticipated demand, the interests of local library users, physical space limitations, and available funds.

Libraries with larger or specialized collections act as resource libraries for other branches. The largest retrospective and archival collection is maintained at the Central Library, which serves as a repository resource for the entire library system.

The Brown County Library is committed to the expeditious and cost-effective delivery of materials and information to its users. Some library materials, however, may be subject to use limitations and storage due to considerations of rarity, exceptional levels of demand, cost, physical condition, and permanent value of their information content. Efforts will be made to provide access to materials and information beyond the immediate premises of a library building, or beyond the holdings of its collection, by means of requests placed through the online catalog, interlibrary loans, online searching, provision of licensed electronic resources, and access to the Internet. In all these efforts, the Brown County Library will operate within the provisions of United States copyright law.

The advent and expansion of electronic and Internet information resources poses challenges for the future of library collections and the information needs of the public. Many materials once available in print are now also being produced in electronic format. Some are now available solely through the Internet or proprietary database products. Providing access to electronic resources is an integral part of the library's collection development efforts.

Preservation

The library recognizes the importance of a collection that reflects the past as well as the present. To achieve this, the Brown County Library preserves items of permanent or long-standing value. In accordance with established retention and preservation criteria outlined below under Collection Management, and working within financial limitations and the challenges posed by deterioration of materials, the library develops programs and procedures to insure the preservation of the documentary memory of the community.

COLLECTION DEVELOPMENT – page 3

Responsibility for Collection Development

Collection development is a process guided through all its stages by the expertise and judgment of librarians. Ultimate responsibility for the direction, purpose, and scope of collection development rests with the Brown County Library Board. Direct selection of library materials is delegated to staff members qualified for this duty by education, training, interest and job classification. The Library Director and Collection Development Manager, or in their absence, the Operations Manager, are responsible for the day-to-day administration of the policy, and delegates this professional responsibility to the librarians and staff of various library departments and branches.

Community/Audience

The library's community is diverse, consisting of individuals of various ages, races, faiths, levels of education, incomes, sexual orientations, ethnic backgrounds, and languages spoken. The library serves an ever-changing population. Its primary audience is the residents of Brown County. Secondly the Brown County Library serves residents of the larger northeast Wisconsin metropolitan area and the state of Wisconsin through its role as the resource library for the Nicolet Federated Library System, an eight-county system of public libraries, and through interlibrary loan and direct/reciprocal borrowing. Green Bay and the Brown County metropolitan area have a strong, stable business and economic climate, a rich arts community, many institutions of higher education, and an abundance of active civic and cultural organizations.

The Brown County Library meets the needs of its diverse community with collections that emphasize:

- Early literacy and other initiatives for young children
- Support for students in all levels of formal education
- Lifelong learning for adults
- Recreational reading, listening, and viewing for all ages
- General research, but especially in areas of local or regional interest, or subjects in high demand
- Artistic and creative resources
- Information and fact-finding services
- Occupational and professional development materials
- The particular or specific needs of identified populations of users

The focus of each library branch varies depending upon the needs of the groups served by that branch, but the Central Library and all other library outlets work together to support the operations of the system as a whole with their individual services and collections.

Context and Scope of Collection Development at the Brown County Library

The Brown County Library's branch libraries, bookmobile, Central Library, and a variety of long-standing interagency agreements all contribute to the rich mixture of resources and information available to the county, region, and state.

The Central Library provides collections and services to both the Brown County branch libraries and to libraries throughout the northeast Wisconsin region, and also serves as a community library for people who live and/or work downtown. As a public library in an urban setting, the Central Library preserves materials for the future, especially those of local interest or significance. Through its Local History and Genealogy Department, it serves as the

COLLECTION DEVELOPMENT – page 4

collective memory of the community. Like other public libraries, the Central Library provides comprehensive collections in well-defined subject areas as well as special collections in selected topics based on historical demand.

Branch library collections are developed primarily to serve users in the neighborhood that directly surrounds each library. Service areas of libraries with larger collections extend beyond their immediate neighborhoods. Branch library collections contain primarily current, general interest materials on a wide variety of subjects for all ages. Each community library's collection varies in size, scope, and depth according to the library's patterns of use, the expressed needs of the community, the space limitations of the facility, and the available funding for materials.

Brown County Library considers the holdings of other libraries locally, regionally, and nationally in making selection and retention decisions. In the same way, the existence of Brown County Library's collection enables other area libraries to develop their collections in different ways. The library also participates in reciprocal borrowing and resource sharing agreements with other libraries; e.g. NEWIL (Northeast Wisconsin Intertype Libraries) to further expand the range of materials provided.

Collection Management Selection Sources

Sources for selection decisions include, among others: published reviews, vendor or publisher catalogs, advertisements, and user requests or recommendations.

Selection Criteria

Librarians use their subject knowledge and expertise in combination with the standards listed below to select and evaluate collection items. Gifts, donations, and purchases are selected using the same criteria. These criteria are not in priority order; an item need not meet all criteria to be selected.

General Criteria

- Suitability of format or physical form for library use and as user demand dictates, based on universal criteria established in this policy
- Cost relative to the value the item contributes to the collection; basic cost
- Space required relative to the value the item contributes to the collection
- The extent to which the item supplements, expands on, or supports the existing collection, rather than duplicates it
- Relevance to observed and anticipated community needs and desires
- Reputation and qualifications of the author, creator, illustrator, producer or publisher of the work
- Local significance of the author or creator of the work; local emphasis

Content Criteria

- Comprehensiveness of treatment, including breadth and depth
- Skill and purpose of author or creator
- Consideration of the work as a whole, rather than a specific passage or passages
- Evaluation of the currency and accuracy of the information contained, to the extent that is possible
- Representation of diverse points of view
- Representation of important movements, subjects, genres, or trends of local, regional, or national significance
- Long-term or historical significance or interest
- Relevance of the information to immediate local requirements

11-18-10	POL	G-1
COLLECTION DEVELOPMENT		

COLLECTION DEVELOPMENT – page 5

Electronic Format Criteria

Additional criteria are considered when selecting materials available in electronic formats.

- Ease of use of the product
- Accessibility to multiple users
- Access to needed equipment
- Enhancement of the print equivalent (if any) in terms of speed, flexibility, combinations of search terms, or general utility
- Continued access to retrospective information when necessary or desirable
- Reduction of space requirements over print products
- Reduction in number of copies of a print source when purchased for multiple locations

Gifts and Donations

Funds

The library accepts monetary gifts intended for the purchase of library materials when donors' intentions for the gifts are consistent with the library's collection objectives.

Materials

The library accepts donations of materials that are in good condition if deemed valuable to the collection. The library reserves the right to make final disposition of all gifts received. Gifts may be added to the collection or rejected at the discretion of the library. Gift materials not added to the collection are not returned to the donor. Unused gifts may be given to the Friends of the Brown County Library for public sale or disposed of in some other way.

Retention, Preservation, and Review of Materials

Retention and Preservation Criteria

The library operates on the premise that retention and preservation decisions are another type of selection choice. With the same criteria used to select new materials, the library retains or preserves materials of long-standing value to its mission and collections.

Significant and valuable portions of the collection that no longer fill a current or projected public need may be withdrawn with approval of the Library Board.

Retention

Condition, content, inherent value, and use are the primary criteria used to determine the continued retention of materials in the collection. Many fields of knowledge are drastically altered by new discoveries and changes in culture. As demand declines, the library selectively removes multiple copies, making exceptions for areas of special importance to the overall collection. The library also removes worn, damaged, and obsolete materials that cannot be repaired and are no longer usable.

Preservation

The library preserves those materials that cannot be replaced, but that continue to have long-standing or

COLLECTION DEVELOPMENT – page 6

permanent significance to the overall collection. The library may use a variety of means to preserve such materials, including preservation photocopying, microfilming, encapsulation, digitizing, replacement of content through the purchase of another edition, rebinding, de-acidifying, custom reprinting, and use restriction. The library also encourages preservation of materials by educating the public and staff about care of materials and by instituting procedures for proper handling and storage of materials.

Withdrawal of Materials

The Library Board recognizes that withdrawing materials from the collection is an important part of maintaining the library collection. Withdrawal of library materials is the responsibility of the Library Director and Collection Development Manager, or their absence, the Operations Manager, who authorizes qualified staff to assist. Withdrawn materials become the property of the Friends of the Brown County Library, and are offered for sale to the general public at their book sales. The proceeds from such sales are available to the Library through the Friends to enrich its collection and services.

The withdrawal policy of the Library includes the same factors as the selection policy and is not intended to sanction removal of library materials based upon any controversy.

Evaluation Criteria

Evaluation techniques are used to measure collection usefulness in terms of scope and depth, as well as strengths and weaknesses.

Among the measures and evaluation techniques used by library staff are:

- Age and condition of items in the collection
- Comparison of the collection with accepted core collection lists
- Frequency of requests placed through the online catalog and interlibrary loan
- Circulation
- In-house use of materials
- User surveys
- Relevance to observed and anticipated community needs and desires
- Long-term or historical significance or interest

Request for Review

Library users may occasionally object to titles that have been selected for the collection. Persons seeking the reconsideration of a book, videocassette, compact disc, or other item are asked to complete a "Request for Review of Library Materials," available from the Administrative Office at the Central Library. The library, upon receipt of a completed form, reviews the item for inclusion in the collection in light of the library's overall objectives, its Collection Development Policy, the Library Bill of Rights, and the American Library Association's guidelines on intellectual freedom. All completed reviews become public records.

Policy Review

This Collection Development policy is periodically reviewed, revised, and/or reaffirmed by the Library Board.

Collection Standards for Media Acquisition

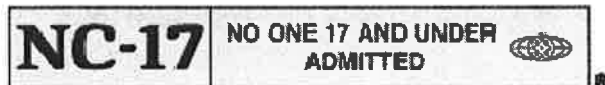
Music CD

The library does not purchase CDs that contain the Parental Advisory Sticker issued by the RIAA as shown below.



DVD Video

The library does not purchase any DVDs rated NC-17 by the MPAA. The X rating is no longer used, the library would not purchase any X rated DVDs if they were available.

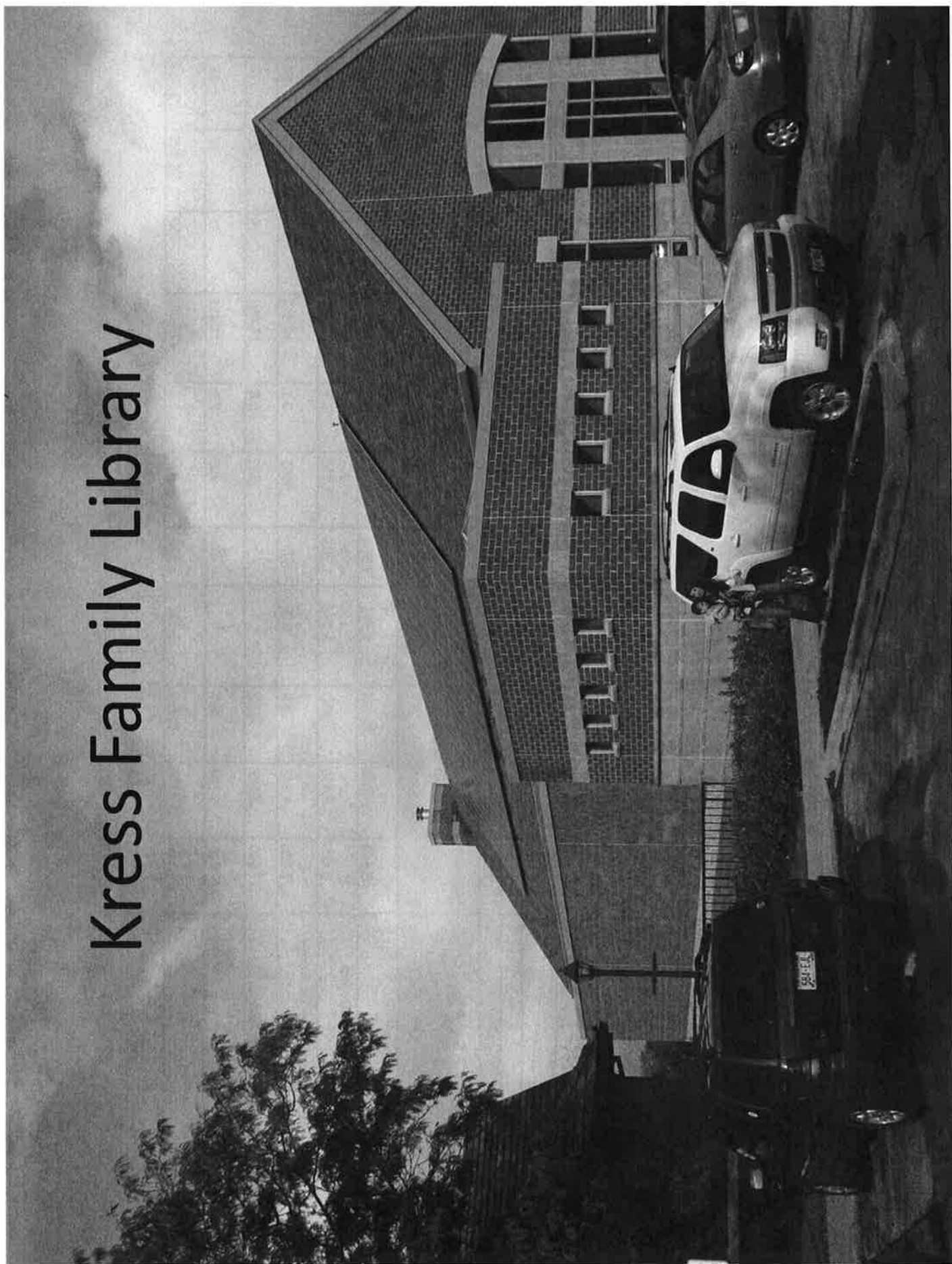


Video Games

Video Games are rated by the Entertainment Software Rating Board (ESRB). Games rated Adults only (18+) are not purchased by the library.



Kress Family Library



Energy Audit by General Energy

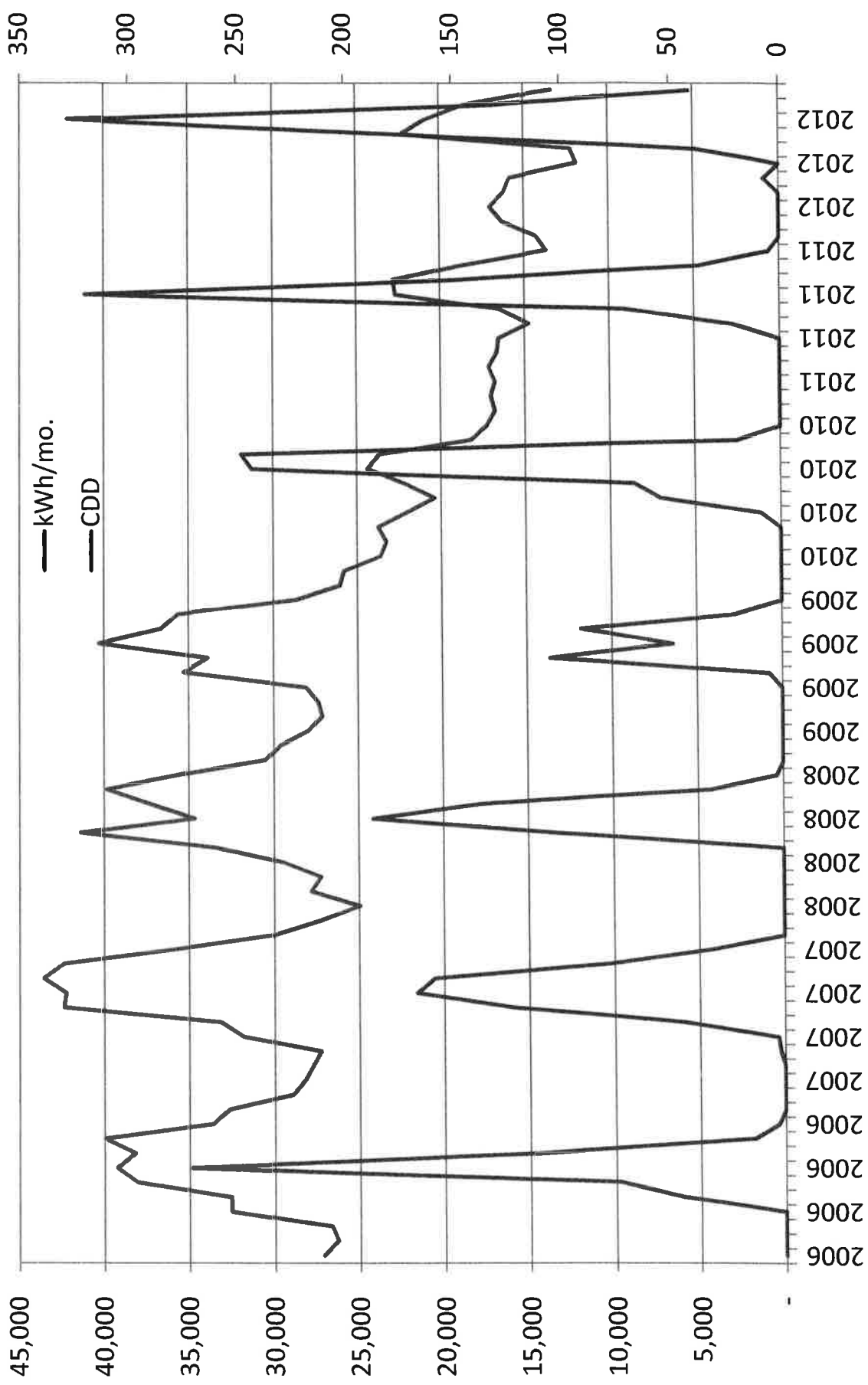
Brown County Library System												
Table SR-1: Summary of Recommendations - Energy Audit Project #1351												
ECM No.	ECM Description	Project Cost (\$)	Electricity Savings		Natural Gas Savings		Savings/Payback		Environmental Impact			
			kWh/Year	\$/Year	Therms/Year	\$/Year	Total Savings (\$/Year)	Simple Payback (Years)	lbs of CO2	lbs of NOx	lbs of SO2	mg of Hg
K-1	Recommission Building	9,600	137,006	6,636	3,381	3,550	10,186	0.9	342,512	616	1,233	2,329
K-2	Implement Demand Controlled Ventilation	8,400	9,459	950	1,195	1,206	2,156	3.9	34,907	62	85	161
K-3	Seal Duct Leaks and Insulate Supply Duct	1,838	4,948	239	616	622	861	2.1	18,153	32	45	84
K-4	Replace PAR30 lamps with CFL	540	7,278	662			662	0.8	16,092	29	66	124
K-5	Replace 32W F32T8 to 25W F25T8 Lamps	982	5,164	469			469	2.1	11,418	21	47	88
	Total	21,360	163,855	8,956	5,192	5,378	14,334	1.5	423,082	759	1,475	2,786

Boldt Facilities Assessment

Overall Summary - General Recommendations on Building Conditions			
Priority	Description of Item	Approx. Value	General Comments
High Priority Items			
1	Emergency Lighting throughout building is not adequate	\$10,000	Emergency lighting is in place, however code minimums are not achieved
1	Emergency light and exit light required in mechanical room	\$500	Currently obstructed, provide another or relocate light to more visible location.
1	Emergency light lamp burned out in unfinished space	\$50	Replace lamp
1	Lay wiring for landscape lighting a minimum of 6 inches below grade	\$3,000	Wiring currently lays above grade and is unprotected
1	Building heating & cooling load calculations	\$7,500	Required for proper air balance
1	Air & Water Balancing	\$10,000	Not confident this was done properly the first time
1	Duct Assessment	\$2,500	Take pressure drop readings
1	Duct repairs / sealing	\$5,000 - \$10,000	Take pressure drop readings
	Commission HVAC Details	\$5,000	See notes in Appendix A
1	Change sheaves on AHU fans	\$500	See notes in Appendix A
Moderate Priority Items			
2	Relocate exterior receptacle located behind gas meter	\$500	Receptacle is currently not accessible
2	Modify ballasts and electrical connection at in-ground lighting fixtures	\$750	Ballasts burn out regularly due to water buildup in ground fixtures
2	Reprogram lighting system / modify lighting layout to reduce amount of light on main floor	\$10,000	Lighting on main floor is over 100 fc through center core and computer area - 50 fc would be sufficient amount of lighting
2	Replace humidifier	\$15,000	When old unit fails - oversized
2			

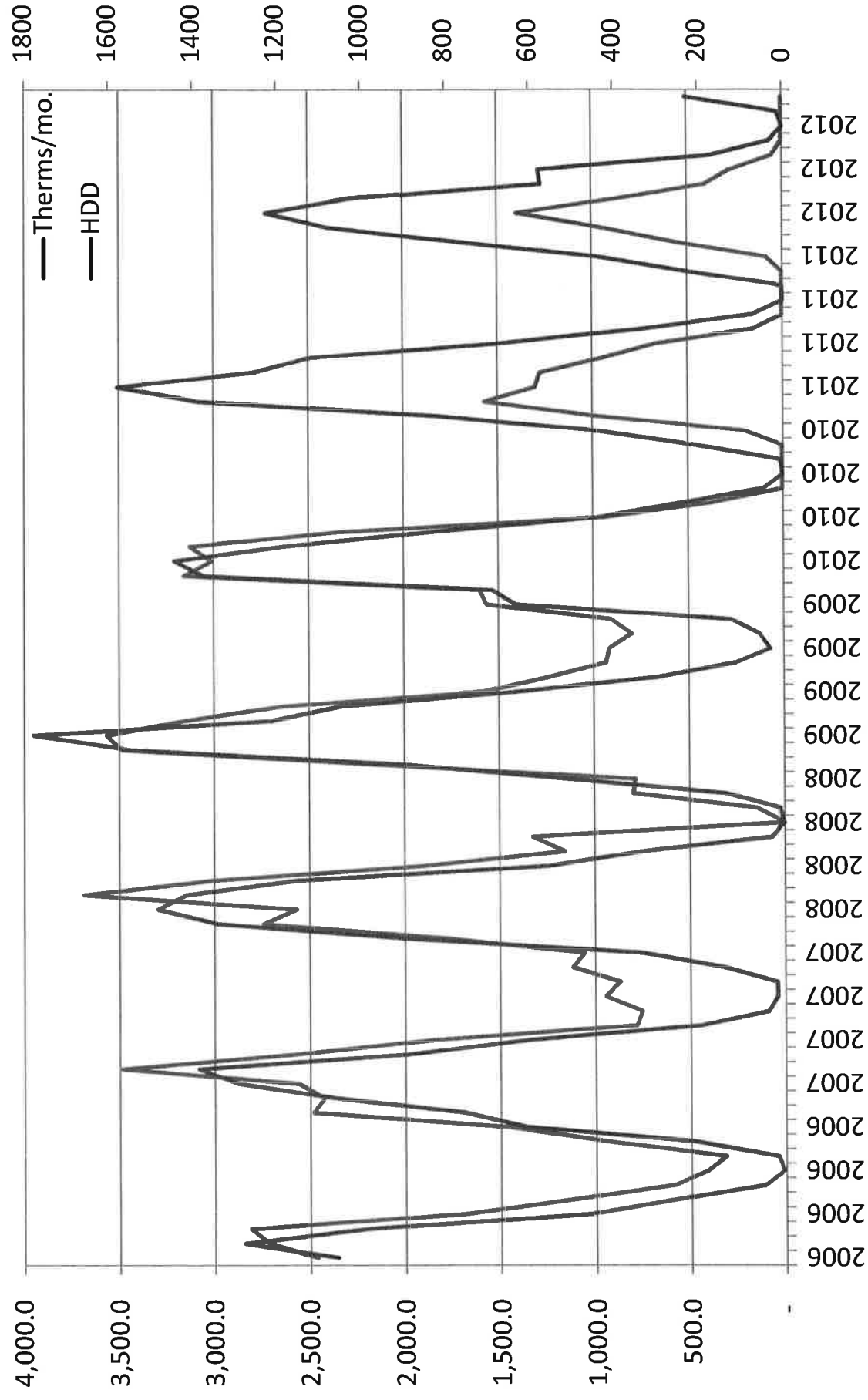
Kress Family Library

kWh & CDD per month



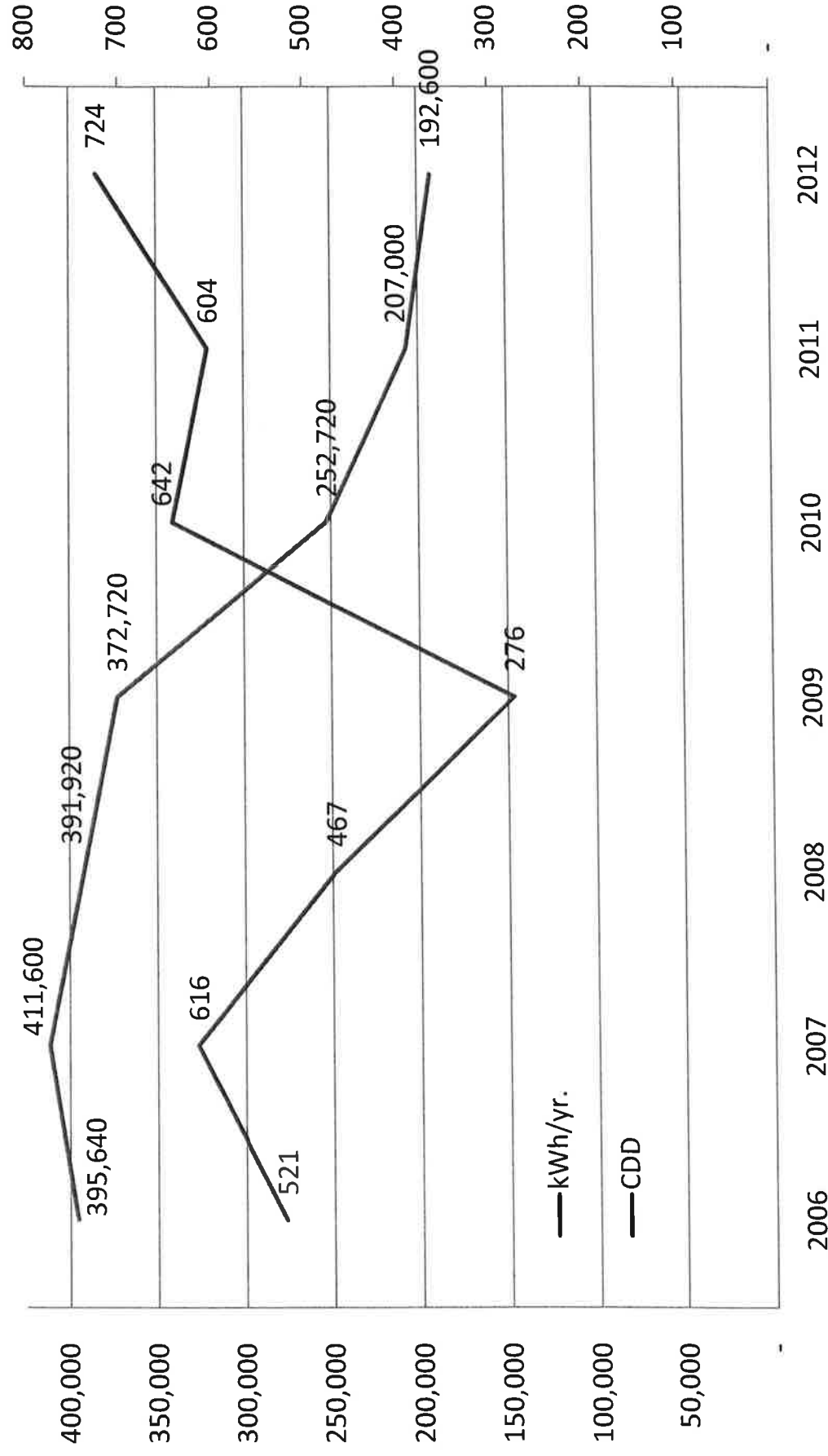
Kress Family Library

Therms & HDD per month



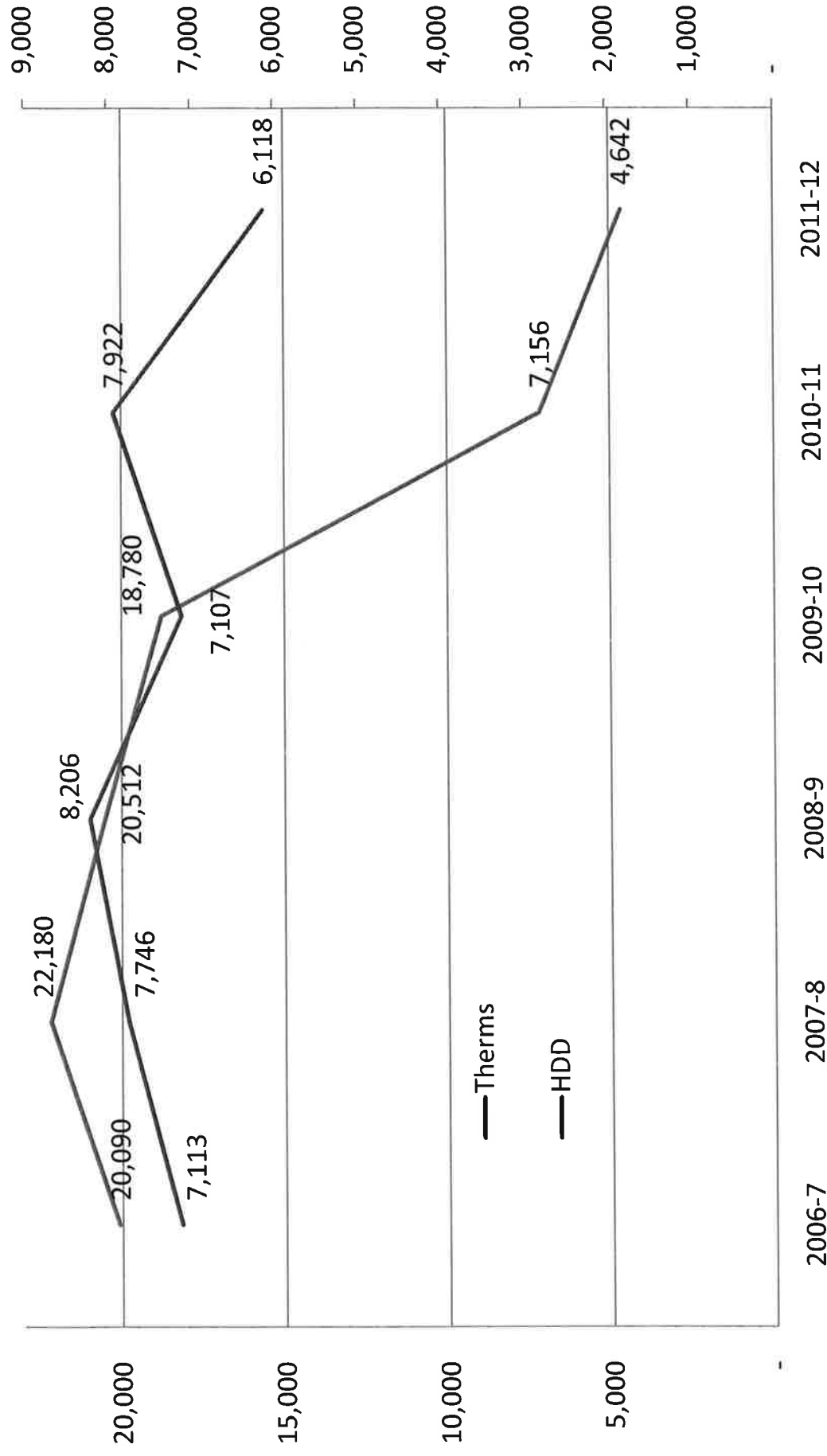
Kress Family Library

kWh & CDD per year



Kress Family Library

Therms & HDD per year



Owned Libraries 4 Year Annual Utility Totals

	Electric	Gas			Electric	Gas
Central				Weyers Hilliard		
2011	110,126.18	13,546.06		2011	\$21,786.81	\$6,389.26
2010	\$113,553.26	\$20,625.51		2010	\$24,313.23	\$8,123.99
2009	\$115,531.10	\$37,388.71		2009	\$28,074.15	\$10,523.05
2008	\$116,107.81	\$48,468.62		2008	\$27,814.82	\$12,681.80
Ashwaubenon				Southwest		
2011	\$9,417.34	\$3,219.80		2011	\$4,602.84	\$1,486.85
2010	\$8,778.64	\$3,155.04		2010	\$4,637.16	\$1,764.76
2009	\$9,044.48	\$3,993.28		2009	\$4,987.66	\$2,256.09
2008	\$10,583.29	\$7,352.46		2008	\$5,077.10	\$2,543.93
Kress						
2011	\$21,686.30	\$4,785.66				
2010	\$24,350.72	\$10,429.95				
2009	\$31,896.30	\$16,704.26				
2008	\$33,704.16	\$21,221.79				

Memo

To: Members, Education and Recreation Committee

From: Lynn Stainbrook, Director, Brown County Library

Date: 12/6/2012

Re: Library Policies

Policies Approved for Brown County Library November 15, 2012

Attached are policies for the Brown County Library which were approved at the Brown County Library Board at their meeting on November 15, 2012. Except for the Collection Development Policy, all other policies were developed by the Library's Work-rules Committee, a team of library employees with representatives from each department and branch. The Work-rules Committee meets weekly to create personnel related policies and guidelines for the library.

The library's Collection Development Policy was reviewed and updated with a few changes. Changes in the Collection Development Policy are recommended by library employees who serve on the library's Collection Development Committee.

The Emergency Closing Policy was also updated, with a change that allows all library buildings to be closed, rather than forcing Central Library to be open. In addition, this policy acknowledges that non-exempt staff could flex their schedules in order to make-up lost hours because of an emergency closing. Under the previous union contracts, staff would not have been able to work more than 7.5 hours in one day, or more than 37.5 hours in one week.

Employee Leave A refers to employees hired after January 1, 2013. Employee Leave B refers to employees hired prior to January 1, 2013. Leave time is explicitly detailed in one location for vacation, holidays, personal, casual, and other leaves. Please note that leave time for current staff members is less than they previously received and less than County Code provides to other county employees. This was possible because of the communication and cooperation of a staff on the library's Work-rules committee. There was an understanding that the library did not have enough employees to cover for the number of leave days granted under previous contracts.

Personnel Administration is an update of a policy approved under the recommendation of attorney Fred Mohr that outlined responsibilities, salary administration, etc.

Employee Benefits is a new policy that simply outlines, in one place, the benefits that a Brown County Library employee can expect to receive.

Problem Resolution Procedure is new and another direct output of the Work-rules Committee that wanted to codify that the library was seeking to provide a respectful and open work environment.

Harassment Policy encompasses the former Sexual Harassment policy and builds an even stronger statement for a productive and satisfying work environment.

All policies are reported to Education and Recreation Committee on December 6, 2012.

EMERGENCY CLOSING

As an important, well-used resource in the County, the Library maintains service hours for the convenience and use of county residents within the budget provided. The Brown County Library recognizes that on occasion, inclement weather or other conditions may prevent the library from opening, postpone opening, or require early closing. The primary factor of any decision made will be with the safety of library patrons and staff in mind. Maximum effort will be made to maintain regular library operating hours.

The hours for the Brown County Denmark Branch Library, because of its unique location within a Denmark school building, are controlled by contractual agreement with the Denmark School system. This policy does not apply to that location or employees assigned to that location.

- The Library Board President and Library Director, or their designees, will close library buildings when deemed necessary, taking into consideration the safety of Library employees, as well as the possible risk to public safety caused by remaining open when authorities have urged residents to stay off of streets and roads ("attractive nuisance"). These situations may include but are not limited to:
 1. • Winter weather conditions that make it unsafe for the staff and patrons to reach the Library or their homes. Such weather conditions may include major snow accumulations, blowing or drifting snow, excessive cold, or large amounts of snow or ice that make roads impassable for the Public Transit system.
 2. • Environmental problems within the library building that may pose a serious health or safety risk to patrons and staff.
 3. • Bomb threats. In case of a bomb threat, the building will be evacuated immediately of all patrons and staff members. Staff will then follow established emergency procedures.
- Notices of library closings will be posted on the web site and be made known to the local media, as well as posted on public entrances whenever possible. Overdue fines will not be charged for any day on which the library is closed.
- In the event of an emergency closing, every effort will be made to reach scheduled staff members at their designated telephone numbers. Employees will not be paid for scheduled time that coincides with an emergency closing. However, they may elect to make up for the lost time by using accrued leave, or time may be rescheduled with supervisor input, making certain not exceed forty (40) hours within a work week.

GRIEVANCE PROCEDURE

POLICY STATEMENT:

This policy is intended to comply with Section 66.0509(1) (m), Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination.

It is the Library's policy to treat all employees fairly and equitably. An employee has the right to bring a grievance to the Library's attention without fear of reprisal. Filing a grievance will not reflect unfavorably on an employee's loyalty or adversely affect an employee's employment status.

Nothing in this section precludes any legal means of redress available to an employee, including the right to seek redress in a court of law.

DEFINITIONS:

"Grievance" means a complaint regarding discipline, termination, or workplace safety.

"Discipline" means oral warnings (where a written record of the warning is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.

"Termination" means discharge from employment. Layoffs (reductions in force) are not considered terminations and are not subject to this procedure.

"Workplace Safety" means a condition of employment related to the physical health and safety of an employee. It includes, but is not limited to, the safety of the physical work environment, provision of protective equipment, safety training, the safe operation of workplace equipment and tools, and accident risk and workplace violence prevention. It does not include conditions of employment related to general working conditions that are unrelated to physical health or safety, such as compensation, performance reviews, work schedules, hours of work, breaks, overtime, sick leave, family or medical leave, or vacation scheduling.

GRIEVANCE PROCEDURE – page 2

ADMINISTRATION

The Library Director will administer the grievance procedure. Managers and supervisors will keep the Library Director informed of all grievances.

PROCEDURE

In the event that an employee has a disagreement concerning discipline, termination or workplace safety, the employee and his or her immediate supervisor are expected to work together toward a mutually agreeable solution before the employee starts the formal grievance procedure.

Step 1. Written Grievance

Within fourteen (14) days of the action or event that gives rise to the grievance, the employee may present a written grievance to the Library Director. The written grievance will include the name of the grievant, a clear and concise statement of the grievance, the date the action or event took place, the remedy requested, the signature of the grievant and the date of the written grievance.

The Library Director will meet with the employee to discuss the grievance and attempt to resolve it within fourteen (14) days of receipt. The Library Director will notify the Brown County Library Board of any written grievance and provide a copy of any written materials received in connection with the grievance.

The Library Director will provide a written reply to the employee within fourteen (14) days following the meeting between the Library Director and the employee.

Step 2. Impartial Hearing

Within fourteen (14) days of receipt of the Director's reply, the employee may request a hearing before an impartial hearing officer by filing a written request with the Library Director. ~~The Library Director will provide the employee with a list of impartial hearing officers within three (3) days of receiving the hearing request. The list will be compiled by a group of employees from all levels and locations of the Library. The employee may, within fourteen (14) days of filing the hearing request, rank the hearing officers in order of preference and return the list to the Library Director. The Library Director will contact the hearing officers in order of the employee's preference when scheduling the hearing. If the employee does not return the list or rank the hearing officers, the Library Director may select any hearing officer on the list.~~

GRIEVANCE PROCEDURE – page 3

A hearing will be scheduled within twenty-one (21) days of receipt of the hearing request with a staff member of the Wisconsin Employment Relations Commission (WERC) serving as the impartial hearing officer. The specific WERC staff member will be assigned by a WERC team leader at the time the hearing is scheduled. The hearing officer may reschedule the hearing with the mutual consent of the parties. The hearing officer may, with the consent of the parties, use his or her best efforts to mediate the grievance. The employee has the right to be represented at the hearing, at the employee's expense, by a person of the employee's choosing.

The Library has the burden of proof in a discipline or termination grievance to show reasonable cause for its action. The employee has the burden of proof in a workplace safety grievance. The standard required of the party with the burden of proof in all cases is a preponderance of the evidence.

The impartial hearing officer may only consider the matter presented in the initial grievance filed by the employee. The impartial hearing officer shall have no power to add to, subtract from, or modify the terms of Library policy or the rule that forms the basis for the grievance.

The hearing officer will provide a written decision within fourteen (14) days following the end of the hearing.

Step 3. Library Board Appeal

Within fourteen (14) days of receipt of the hearing officer's decision, the employee may appeal the decision in writing to the Brown County Library Board (governing body to the Brown County Library as stipulated in Section 43.58(4) Wis. Stats.). The appeal will be placed on the agenda for the first Library Board meeting that is held at least ten (10)** calendar days after the Library Director receives a written notice of appeal. The appeal will be noticed for consideration in closed session pursuant to Section 19.85(1) (b) Wis. Stats. pertaining to the dismissal, demotion, licensing or suspension of a public employee. The Library Director will provide a copy of the meeting notice to the employee, and the employee may request that an open session be held.

The employee has the right to representation by a person of the employee's choosing and at the employee's expense. The employee and the employee's representative may attend the closed session. The employee or the employee's representative may address the Library Board. However, the employee and

GRIEVANCE PROCEDURE – page 4

the employee's representative will be excluded from any closed session during the Library Board's discussion or deliberation.

The Library Board's consideration of the appeal will be limited to a review of the record and any oral or written arguments to determine whether there was any procedural error or any abuse of discretion. The Library Board may reverse the hearing officer's decision, remand the decision for further proceedings, or substitute a lesser discipline. The employee or the employee's representative will be verbally informed of the Library Board's decision within twenty-four (24) hours.

The Library Board President will prepare and sign a written determination reflecting the Library Board's decision. The Library Board President may enlist the assistance of counsel in preparing the determination. A copy of the determination will be provided to the employee within fourteen (14) days following the Library Board's decision. The Library Board's decision is final and may not be appealed.

Time Limits

The time limits set forth in this policy will be made up of calendar days. The stated time limits are intended to be maximum periods of time for action. However, any step can be completed in less time. Any time limits set forth in this policy may be extended by mutual agreement in writing.

Responsibility of Costs

With the exception of costs for personal representation of either party, costs for hearing-related expenses will be shared equally by the employee and the Library. The employee's share may be paid by the Union for represented staff.

**** NOTE:** In Step 3, the requirements for providing public notice of Library Board meetings dictate that 10 days fall between the notice and the meeting.

EMPLOYEE LEAVE A (for employees hired after 1/1/2013)

Vacation

Regular employees who work 50% or more (at least 18.75 hours per week) will earn vacation time based on the accrual schedule below, after successfully completing the six-month initial employment period.

Vacation time is earned on a monthly basis, prorated for part-time employees based on the annual accrual rates below. The employee's total vacation accrual for the forthcoming year is credited to the employee at the beginning of the calendar year. Any employee who terminates his or her employment or has his or her employment terminated for any reason shall be compensated for all vacation time earned but not taken as of the date of termination. The employee shall reimburse the Library for any vacation time taken but not earned as of the date of termination.

Employees may carry up to two weeks of vacation beyond the end of the calendar year. Employees are encouraged to use at least one week of vacation carryover in the first three months of the next year.

Length of Service	Annual Accrual	37.5 hours/week (100%)	28 hours/week (75%)	25 hours/week (67%)	20 hours/week (53%)	19.5 hours/week (52%)	18.75 hours/week (50%)	Salaried Employees (100%)
after 1 year	5 days	37.5 hours	28 hours	25 hours	20 hours	19.5 hours	18.75 hours	40 hours
after 3 years	10 days	75 hours	56 hours	50 hours	40 hours	39 hours	37.5 hours	80 hours
after 10 years	15 days	112.5 hours	84 hours	75 hours	60 hours	58.5 hours	56.25 hours	120 hours
after 17 years	20 days	150 hours	112 hours	100 hours	80 hours	78 hours	75 hours	160 hours

In scheduling vacation, employees will submit their vacation requests in advance and with as much notice as possible. Supervisors will accommodate the preferences of staff members when possible, but decisions will be based on the needs of the department, branch or work group. Supervisors and employees will work together to fairly resolve conflicting vacation requests.

Holidays

All employees will receive holiday pay on a prorated basis after completing thirty (30) days of employment. The following are established as paid holidays for Library employees:

- New Year's Day
- Memorial Day
- Independence Day

EMPLOYEE LEAVE A – page 2

- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

When a paid holiday falls on Saturday or Sunday, the Library Board will determine the manner in which the holiday is observed in that year. The Library may close on another day before or after the holiday, or the holiday may be treated as a floating holiday to be taken by the employee at another time in accordance with rules set forth by the Board.

Personal Leave

Regular employees will receive three (3) paid personal days annually, in addition to one (1) day in place of the County's day after Thanksgiving holiday, and one (1) day in place of the County's New Year's Eve holiday, prorated for all employees. Employees are eligible to use personal leave after completing thirty (30) days of employment with days off scheduled by mutual agreement between the employee and supervisor. Personal leave in the first year is prorated based on the employee's hire date.

Casual Leave

Regular employees who work 50% or more (at least 18.75 hours per week) will earn prorated casual leave at a rate of five (5) days per year, after successfully completing the six-month initial employment period.

Casual leave is earned on a monthly basis. The employee's total casual leave for the forthcoming year is credited to the employee at the beginning of the calendar year, or upon completion of the six-month initial employment period in the case of new employees. Any employee who terminates his or her employment or has his or her employment terminated for any reason shall be compensated for all casual time earned but not taken as of the date of termination. The employee shall reimburse the Library for any casual time taken but not earned as of the date of termination.

Casual leave provides first day coverage for Short-Term Disability, and may also be used for other absences, including personal leave, with actual days off being subject to mutual agreement between the employee and the employer. Casual days will not be withheld for arbitrary or capricious reasons except during the last two (2) weeks of employment. At the end of each calendar year employees shall be paid at

11-15-12	POL	N-7(a)
EMPLOYEE LEAVE (2013 onward)		

EMPLOYEE LEAVE A – page 3

their existing rate of pay for any casual days not used during the year, to a maximum of five (5) days prorated. Payment shall be made automatically prior to the following January 31.

Short-Term Disability Leave

The Library participates in Brown County's Short-Term Disability (STD) plan, which provides eligible employees with a proportion of regular pay as disability leave for short-term illness or injury, or to cover absence due to on-the-job injuries or accidents. For more details regarding STD coverage rates, exclusion periods and maximum benefits, see Brown County Administrative Policy HR-14: Short-Term Disability Leave.

Regular employees who work 50% or more (at least 18.75 hours per week) and who have completed 180 calendar days of service will be eligible for STD leave pay, with offsets for any applicable Worker's Compensation benefits.

Short-term disability claims are subject to verification from the employee's health care provider. Employees may use other leave time, such as casual, personal, vacation or banked sick leave, to supplement STD leave pay in an amount which will equal regular pay. Eligible employees will receive disability leave benefits on a prorated hourly basis.

Long-Term Disability Leave

The Library participates in Brown County's Long-Term Disability (LTD) plan, which provides for eligible employees with a proportion of regular pay after reaching Short-Term Disability maximum benefits to age 65, with offsets for any applicable Social Security disability benefits, Wisconsin Retirement System disability benefits, and Worker's Compensation benefits. Eligible employees will receive disability leave benefits on a prorated hourly basis. For more information regarding coverage rates and other LTD details, see Brown County Code Chapter 4: Personnel Rules and Regulations.

Funeral Leave

11-15-12	POL	N-7(a)
EMPLOYEE LEAVE (2013 onward)		

EMPLOYEE LEAVE A – page 4

To alleviate work-related worries while an employee makes arrangements, attends a funeral or interment, or tends to family affairs following the death of a member of the employee's immediate family, the Library allows up to three (3) days away from work without loss of pay for regular employees who work 50% or more (at least 18.75 hours per week). Immediate family is defined as the employee's spouse, child, son-in-law or daughter-in-law, parent or parent-in-law, sibling, grandchild, grandparent, step-child, or stepparent.

The three days away from work are counted as the next three days the Library is open, starting either on the date of death, if employee absence is required on that date, or on the day immediately following the date of death. If the funeral or interment occurs at a delayed date (example: winter death, spring interment), the employee may reserve one (1) day to attend the funeral or interment. The Library Director or Library Operations Manager may permit additional flexibility depending on the situation.

Employees may take one (1) day away from work without loss of pay to attend the funeral of the employee's brother-in-law or sister-in-law, aunt or uncle of the employee or spouse, or spouse's grandparent. If an employee is required to act as a pallbearer at the funeral of someone outside of his or her immediate family, he or she shall be granted one (1) day off to do so.

The employee will only be paid for funeral leave during times when he or she is already scheduled to work. Should any death occur during an employee's scheduled vacation, personal or casual leave, funeral leave may be substituted according to the rules above, allowing the remaining vacation, personal or casual leave to be taken at some other time mutually agreed upon by the employee and supervisor. For part-time employees, including those who work less than 50% (fewer than 18.75 hours per week for hourly employees), supervisors will make every effort to adjust work schedules to accommodate funeral leave in a mutually agreeable way.

Jury Duty

All employees shall be granted a leave of absence with pay if subpoenaed for jury duty, but only if said jury duty conflicts with their work schedule. When serving on jury duty, the employee will contact their supervisor upon release from jury duty to determine if they are to report to work for the remainder of any of their work schedule on that day. Any compensation derived from such jury duty, less mileage, shall be relinquished to the County Treasurer.

EMPLOYEE LEAVE A – page 5

Other Leaves of Absence

The Library Director may grant a regular employee an unpaid leave of absence for a specific period of time for medical, parental, military or personal reasons. Leave without pay will be granted only when the immediate supervisor, Library Operations Manager, and Library Director determine it is in the best interests of the Library to do so. The employee's job performance and attendance, the needs of the branch or department, and the Library's desire to return the employee to service, even at some sacrifice, will all be taken into consideration before a request is approved.

A request for a leave of absence must be approved prior to the beginning of such leave, and are within the sole discretion of the Library.

While on an unpaid leave of absence, an eligible employee will be allowed to maintain insurance coverage as long as the employee pays the full premium amount. An employee's length of service will be considered to be continuous through an approved leave of absence. Depending on the circumstances, accrual of leave time may be prorated based on the length of the leave. If the Library is unable to hold the employee's position open until the end of the leave of absence, the employee will be returned to a position that is comparable to the position held at the time the leave was granted.

Military Leave

Leave of absence without pay will be granted automatically to any regular full-time employee who is called or volunteers for military service. The employee will be eligible for re-employment on his or her return in a position that is comparable to the position held at the time the leave was granted as long as application for re-employment is made within ninety (90) days of discharge.

EMPLOYEE LEAVE B (for employees hired *before* 1/1/2013)

Vacation

Regular employees hired before January 1, 2013 will earn vacation time based on the accrual schedule below. As of January 1, 2013, any employee who is earning more vacation than at the corresponding accrual threshold in the new schedule below will continue to earn vacation time at the current rate until they reach the next level of accrual. Any employee who is earning more than the new maximum accrual (more than twenty (20) days) will remain at that level of accrual.

Vacation time is earned on a monthly basis, prorated for part-time employees based on the annual accrual rates below. The employee's total vacation accrual for the forthcoming year is credited to the employee at the beginning of the calendar year. Any employee who terminates his or her employment or has his or her employment terminated for any reason shall be compensated for all vacation time earned but not taken as of the date of termination. The employee shall reimburse the Library for any vacation time taken but not earned as of the date of termination.

Employees may carry up to two weeks of vacation beyond the end of the calendar year. Employees are encouraged to use at least one week of vacation carryover in the first three months of the next year.

Employees hired before January 1, 1982 who carry over more than two weeks of vacation have until January 1, 2017 to use earned vacation time at a rate that will bring them in line with the two-week carryover limit. Such employees will work with their supervisors and Library Administration to plan their vacation leave to reach this goal while still meeting the staffing needs of the Library.

Length of Service	Annual Accrual	37.5 hours/week (100%)	28 hours/week (75%)	25 hours/week (67%)	20 hours/week (53%)	19.5 hours/week (52%)	18.75 hours/week (50%)	11 hours/week (29%)	Salaried Employees (100%)
after 1 year	11 days	82.5 hours	61.6 hours	55 hours	44 hours	42.9 hours	41.25 hours	24.2 hours	88 hours
after 3 years	12 days	90 hours	67.2 hours	60 hours	48 hours	46.8 hours	45 hours	26.4 hours	96 hours
after 6 years	14 days	105 hours	78.4 hours	70 hours	56 hours	54.6 hours	52.5 hours	30.8 hours	112 hours
after 9 years	16 days	120 hours	89.6 hours	80 hours	64 hours	62.4 hours	60 hours	35.2 hours	128 hours
after 12 years	18 days	135 hours	100.8 hours	90 hours	72 hours	70.2 hours	67.5 hours	39.6 hours	144 hours
after 15 years	20 days	150 hours	112 hours	100 hours	80 hours	78 hours	75 hours	44 hours	160 hours

EMPLOYEE LEAVE B – page 2

In scheduling vacation, employees will submit their vacation requests in advance and with as much notice as possible. Supervisors will accommodate the preferences of staff members when possible, but decisions will be based on the needs of the department, branch or work group. Supervisors and employees will work together to fairly resolve conflicting vacation requests.

Holidays

All employees will receive holiday pay on a prorated basis. The following are established as paid holidays for Library employees:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

When a paid holiday falls on Saturday or Sunday, the Library Board will determine the manner in which the holiday is observed in that year. The Library may close on another day before or after the holiday, or the holiday may be treated as a floating holiday to be taken by the employee at another time in accordance with rules set forth by the Board.

Personal Leave

Regular employees will receive three (3) paid personal days annually, in addition to one (1) day in place of the County's day after Thanksgiving holiday, and one (1) day in place of the County's New Year's Eve holiday, prorated for all employees. Personal days are scheduled by mutual agreement between the employee and supervisor.

EMPLOYEE LEAVE B – page 3

Casual Leave

Regular employees who work 50% or more (at least 18.75 hours per week) will earn prorated casual leave at a rate of five (5) days per year.

Casual leave is earned on a monthly basis. The employee's total casual leave for the forthcoming year is credited to the employee at the beginning of the calendar year. Any employee who terminates his or her employment or has his or her employment terminated for any reason shall be compensated for all casual time earned but not taken as of the date of termination. The employee shall reimburse the Library for any casual time taken but not earned as of the date of termination.

Casual leave provides first day coverage for Short-Term Disability, and may also be used for other absences, including personal leave, with actual days off being subject to mutual agreement between the employee and the employer. Casual days will not be withheld for arbitrary or capricious reasons except during the last two (2) weeks of employment. At the end of each calendar year employees shall be paid at their existing rate of pay for any casual days not used during the year, to a maximum of five (5) days prorated. Payment shall be made automatically prior to the following January 31.

Banked Sick Leave

Any employee hired before December 7, 2001 who participated in the sick leave program will have his or her sick leave balance "banked" in a sick leave accumulation account. Banked sick leave can be used by the employee to supplement short-term disability benefits received for a disability (if eligible), or to provide coverage for sickness. However, no additional sick leave benefits will accrue in the banked account.

Fifty percent (50%) of an employee's unused accumulated banked sick leave, up to a maximum of 90 days (maximum payout - 45 days) may be used in the following manner:

1. Take a cash payment, or
2. Request the Employer to set up escrow account for said amount in (a) above, from which health insurance premiums shall be paid (at the Employer's group rate in full) until sum is depleted. If the employee dies before the account is depleted, the survivor may continue to have health insurance premiums paid as above or the remainder of the escrow account will be paid in cash to the employee's estate.

EMPLOYEE LEAVE B – page 4

Short-Term Disability Leave

The Library participates in Brown County's Short-Term Disability (STD) plan, which provides eligible employees with a proportion of regular pay as disability leave for short-term illness or injury, or to cover absence due to on-the-job injuries or accidents. For more details regarding STD coverage rates, exclusion periods and maximum benefits, see Brown County Administrative Policy HR-14: Short-Term Disability Leave.

Regular employees who work 50% or more (at least 18.75 hours per week) and who have completed 180 calendar days of service will be eligible for STD leave pay, with offsets for any applicable Worker's Compensation benefits.

Short-term disability claims are subject to verification from the employee's health care provider. Employees may use other leave time, such as casual, personal, vacation or banked sick leave, to supplement STD leave pay in an amount which will equal regular pay. Eligible employees will receive disability leave benefits on a prorated hourly basis.

Long-Term Disability Leave

The Library participates in Brown County's Long-Term Disability (LTD) plan, which provides for eligible employees with a proportion of regular pay after reaching Short-Term Disability maximum benefits to age 65, with offsets for any applicable Social Security disability benefits, Wisconsin Retirement System disability benefits, and Worker's Compensation benefits. Eligible employees will receive disability leave benefits on a prorated hourly basis. For more information regarding coverage rates and other LTD details, see Brown County Code Chapter 4: Personnel Rules and Regulations.

Funeral Leave

To alleviate work-related worries while an employee makes arrangements, attends a funeral or internment, or tends to family affairs following the death of a member of the employee's immediate family, the Library allows up to three (3) days away from work without loss of pay for regular employees who work 50% or more (at least 18.75 hours per week). Immediate family is defined as the employee's spouse, child, son-in-law or daughter-in-law, parent or parent-in-law, sibling, grandchild, grandparent, step-child, or stepparent.

EMPLOYEE LEAVE B – page 5

The three days away from work are counted as the next three days the Library is open, starting either on the date of death, if employee absence is required on that date, or on the day immediately following the date of death. If the funeral or internment occurs at a delayed date (example: winter death, spring internment), the employee may reserve one (1) day to attend the funeral or internment. The Library Director or Library Operations Manager may permit additional flexibility depending on the situation.

Employees may take one (1) day away from work without loss of pay to attend the funeral of the employee's brother-in-law or sister-in-law, aunt or uncle of the employee or spouse, or spouse's grandparent. If an employee is required to act as a pallbearer at the funeral of someone outside of his or her immediate family, he or she shall be granted one (1) day off to do so.

The employee will only be paid for funeral leave during times when he or she is already scheduled to work. Should any death occur during an employee's scheduled vacation, personal or casual leave, funeral leave may be substituted according to the rules above, allowing the remaining vacation, personal or casual leave to be taken at some other time mutually agreed upon by the employee and supervisor. For part-time employees, including those who work less than 50% (fewer than 18.75 hours per week for hourly employees), supervisors will make every effort to adjust work schedules to accommodate funeral leave in a mutually agreeable way.

Jury Duty

All employees shall be granted a leave of absence with pay if subpoenaed for jury duty, but only if said jury duty conflicts with their work schedule. When serving on jury duty, the employee will contact their supervisor upon release from jury duty to determine if they are to report to work for the remainder of any of their work schedule on that day. Any compensation derived from such jury duty, less mileage, shall be relinquished to the County Treasurer.

Other Leaves of Absence

The Library Director may grant a regular employee an unpaid leave of absence for a specific period of time for medical, parental, military or personal reasons. Leave without pay will be granted only when the immediate supervisor, Library Operations Manager, and Library Director determine it is in the best interests of the Library to do so. The employee's job performance and attendance, the needs of the branch or

EMPLOYEE LEAVE B – page 6

department, and the Library's desire to return the employee to service, even at some sacrifice, will all be taken into consideration before a request is approved.

A request for a leave of absence must be approved prior to the beginning of such leave, and approval is within the sole discretion of the Library.

While on an unpaid leave of absence, an eligible employee will be allowed to maintain insurance coverage as long as the employee pays the full premium amount. An employee's length of service will be considered to be continuous through an approved leave of absence. Depending on the circumstances, accrual of leave time may be prorated based on the length of the leave. If the Library is unable to hold the employee's position open until the end of the leave of absence, the employee will be returned to a position that is comparable to the position held at the time the leave was granted.

Military Leave

Leave of absence without pay will be granted automatically to any regular full-time employee who is called or volunteers for military service. The employee will be eligible for re-employment on his or her return in a position that is comparable to the position held at the time the leave was granted as long as application for re-employment is made within ninety (90) days of discharge.

PERSONNEL ADMINISTRATION

This policy is promulgated under the authority of Wisconsin Statutes sections 43.17, 43.57, 43.58 and other sub-sections of Chapter 43 as amended. Pursuant to the authority granted under Wisconsin Statutes, the Brown County Library Board retains authority for all personnel matters including, but not limited to, employee compensation, employee regulation, and the adoption of policies and procedures managing all Library personnel except as hereinafter specifically delegated.

All personnel practices within the Library shall conform to the provisions of the law. Should any of the provisions of this or any other Brown County Library policy be in violation of federal or state law, the conflicting law shall apply.

Organization

The Brown County Library Board shall advise the Library Director or his or her designee on all matters concerning the development and implementation of personnel policy, including labor negotiations. The Library Board shall review all proposed personnel policies as developed and recommended by the Library Director and adopt or modify these proposals.

The Library Director shall be responsible for implementing and administering all policies and procedures adopted or enacted by the Brown County Library Board. The Library Director shall be responsible for developing mandatory and uniform procedures for the recruitment and selection of employees, wage and salary administration, benefit administration, policy administration, investigations and disciplines, employee development, employee recordkeeping and affirmative action programs. The Library Director shall work in conjunction with the Library Board and administrative staff to insure compliance with any policies or relevant laws involving the discipline of employees.

The Library Operations Manager shall monitor and advise all supervisors and administrative employees and administer all personnel policies and labor contracts including all disciplinary and grievance matters. The Library Director shall direct and supervise the Library Operations Manager.

The Library Director may delegate authority to supervisory personnel to participate in the interview and selection of applicants for positions under their supervision subject to the approval of the Library Director and Library Operations Manager. Supervisors shall implement all policies and procedures created under

PERSONNEL ADMINISTRATION – page 2

this chapter. Supervisors may administer discipline and conduct first step grievance procedures where delegated by the Library Director.

Library employees have the right to organize and enter into collective bargaining agreements with the Library Board as authorized by Wis. Stats. § 111.70(2). When this or other Library personnel policies provide a greater benefit level than those specifically provided in the Library's collective bargaining agreements, the bargained agreements shall determine the level of benefits for the applicable employees. However, wherever the collective bargaining agreement is silent, the Library's policy shall apply.

Conditions of Employment

Wisconsin is considered an at-will state for purposes of employment which means that employment with the Library is voluntarily entered into, and the employee is free to terminate their own employment at-will at any time, with or without cause. Similarly, the Library may terminate the employment relationship at-will at any time, with or without notice or cause. The Library will follow established policies regarding discipline and termination.

Regular Employees

A regular employee is assigned to a permanent full-time or part-time position that is expected to remain employed by the Brown County Library on a regular, ongoing basis as long as work is required or necessary, the employee performs satisfactorily, and the department supports the continuing existence of the position.

Limited Term Employees

Limited Term Employees (LTE) are assigned by the Library to positions that are not expected to remain employed by the Library on a regular, ongoing basis. Employment beyond any stated period does not in any way imply a change in employment status, unless otherwise notified in writing by the Library Director. Assignments in this category require individuals to engage in either full-time or part-time hours with the understanding that their employment may be terminated at the end of a project, funding source, or previously established date. LTEs are not Regular Employees and may be dismissed at the discretion of the Library.

PERSONNEL ADMINISTRATION – page 3

While LTEs receive all legally mandated benefits (e.g. worker compensation insurance, Social Security, etc.), they are ineligible for all of the Brown County Library's other benefit programs, unless specifically notified in writing by the Library Director.

Types of limited term employees include, but are not limited to the following:

- Temporary Employees
- Summer/Seasonal
- Co-op Students/Interns
- Project Employees
- On-Call
- Grant Funded

Initial Employment Period

An initial employment period allows a new employee time to demonstrate knowledge and skills with their new role with the Library and allows that employee's supervisor time to provide training and evaluate the employee's performance. It is understood that during the initial employment period with the Library, the employment relationship may be terminated at any time, with or without cause, by the employee or the Library.

All regular full and part-time positions will have an initial employment period of six (6) months.

No employee shall be employed in more than one Library position, or in a Library position and a Brown County position, at any time without the prior written approval of the Library Director.

Position Control

Each position shall have a written position description which provides a non-exhaustive list of job duties and is compliant with legal obligations and Library requirements. All position descriptions shall be approved by the Library Director.

PERSONNEL ADMINISTRATION – page 4

- Assignment to a compensation plan or wage schedule shall be determined by an objective evaluation, internal comparisons, and salary survey results compiled by the Library Operations Manager, with input from the supervisor.
- Before substantial duties outside a position's description are assigned to the position, prior approval must be received from the Library Operations Manager. Library administration will determine if an adjustment to the position is needed.
- Any changes to the position that result in a reclassification shall be submitted to the Library Board.

The Library Board shall allocate to the Library Director the maximum personnel budget. Library administration will evaluate requests for new positions and make recommendations to the Library Board based on library service needs and available personnel budget funds.

Any change to the table of organization, change in salary or wages, or permanent increase in budgeted hours for a position requires the approval of the Library Board.

Salary Administration And Status Changes

The objectives of the compensation plan and wage schedule shall be to provide an appropriate salary structure to recruit and retain competent individuals in order to provide the required services in the Library. The development of the compensation plan is related to the classification plan and evaluates all positions based on the same factors to provide internal and external equity.

Compensation Plan

The compensation plan for employees shall include the schedule of pay grades consisting of minimum and maximum rates of pay for all classes of regular full-time and part-time positions as reflected in the table of organization. The objective of the plan shall be to administer a quantitative job evaluation system which evaluates all positions based on the same factors to provide internal and external equity and establish and maintain fair salary ranges.

PERSONNEL ADMINISTRATION – page 5

Assignment to a compensation plan or wage schedule shall be determined by an objective evaluation, internal comparisons, and salary survey results compiled by Library administration.

The Library Board, as part of the annual budget process, shall be responsible for approving the amount of money available for adjustments to the plan. Consideration will be given to trends in prevailing rates, market conditions and adjustments granted through collective bargaining to other employees.

Extra Pay

- Stand-By Pay. Employees who are assigned stand-by duty may receive compensation for each week assigned to stand-by duty, upon approval of the Library Director. This will be the sole compensation for this stand-by duty, even when such duty would otherwise be out of the employee's usual schedule or classification.
- Compensation During Temporary Assignment. A temporary assignment is an assignment for a minimum of ninety (90) days or more, which requires approval by the Library Director and notification to the Library Board. The Library Director will recommend the appropriate rate of pay for the temporary assignment. A temporary assignment may not continue beyond six (6) months without approval from the Library Director.
- Increased Pay for Work of another Classification. In certain cases an employee is eligible to receive increased compensation while performing the work of another classification

Salary Structure

- Regular Full-time and Part-time Employees. Rates of pay for regular employees are established by the Library Board. Normal rules on initial employment apply.
- Limited Term Employees. Rates of pay for LTE positions are established by the Library Board. Normal rules on initial employment apply. LTEs returning after a successful season's work may be paid at the appropriate step in the wage plan.
- Reclassifications. A reclassification is the reassignment of a position to a different classification because of changes in the duties and responsibilities of the position. Wage adjustments because

PERSONNEL ADMINISTRATION – page 6

of reclassifications are handled under the same rules as Promotions, Demotions or Transfers. An employee, who has been granted a reclassification of the position held to a higher pay grade than his/her current rate, shall be paid at the higher rate of pay from the date the reclassification is approved by Library Board.

- Pay Increases during Initial Employment Period. No pay raise shall be granted to new employees during the initial employment period. At the successful conclusion of the initial employment period, the employee shall be entitled to any general pay raise which occurred during the employee's initial employment period.

Status Changes

- LTE to Regular Employee. An employee working in a limited term position, who then becomes a regular Library employee, in the same classification, shall have time worked as a limited term employee credited toward the appropriate probationary period and years of service.
- Part-time to Full-time Employee. An employee who transfers from part-time or full-time in the same classification will be placed at the same step. In certain circumstances the hours of existing part-time employees may be increased in lieu of other limited term employment options.
- Regular to LTE Employee. A regular employee, who transfers to a limited term position in the same classification, will be placed at the same step.
- Promotion. When promoted, an employee's pay shall be increased to a step of the pay grade for the class to which the employee is being promoted. If the employee's present pay is already above step 1, he/she shall be placed in a step of the pay grade for the class to which the employee is being promoted which will provide a pay increase based on qualifications.
- Demotion. When an employee is demoted for any reason, the Library Director shall consult with the supervisor(s) involved to decide the pay for the re-assignment. In no case will it exceed the maximum of the pay grade of the job to which the employee is demoted.
- Retirement. The normal retirement age for Library employees shall be determined by appropriate Wisconsin Statute. For employees who terminate employment, the last day of employment is the last day the employee is physically on the job.

PERSONNEL ADMINISTRATION – page 7

Reinstatement/Rehire

When an employee is re-instated to his/her former job, he/she shall normally be paid at the same level of the pay grade he/she had before leaving. When he/she is re-instated to a job with a lower pay grade, he/she shall be paid according to his/her experience and qualifications within the pay grade in which he/she will be employed.

Expense Reimbursement

Uniform Allowance

Facilities Department employees who are required to wear a uniform are allowed reimbursement toward the purchases of shirts, pants and jackets which are part of the uniform selected by the Brown County Library. The specific reimbursement amount is set as part of the annual budget process.

Mileage Reimbursement

Employees who are required to travel from one Brown County Library location to another during a scheduled shift and who do so using a personal vehicle are allowed reimbursement for mileage. Mileage is calculated based on established distances among library locations, and is paid at the current rate approved by the Brown County Board of Supervisors at the time the travel occurs.

Payroll

Employees shall be paid on a bi-weekly schedule. If a payday is an observed holiday employees will be paid on the preceding workday. All employees shall participate in direct deposit for all of their pay.

Each employee must maintain an accurate time card record with the approval of their immediate supervisor or manager. Accurate time card reporting is required by the FLSA and by the Wisconsin Department of Workforce Development.

PERSONNEL ADMINISTRATION – page 8

Overtime

Each position is designated as either Non-exempt or Exempt from the Federal Fair Labor Standards Act and state wage and hour laws. Employees in non-exempt positions shall be compensated at a rate of one and one-half times normal pay for hours worked in excess of forty (40) hours in any work week. All time worked is subject to rounding rules.

All overtime must be authorized by the Library Director or Library Operations Manager and is subject to budgetary limitations. Any paid or unpaid leave will not count as hours worked for overtime calculations. All overtime will be reviewed periodically by the Library Director. Overtime shall be kept to a minimum and shall be utilized to relieve specific occasional peak workloads or for work necessity, and is not intended as a convenience or benefit for the employee.

No employee may start work before the appointed time, work through breaks, or work past the appointed time without prior authorization. Employees are not allowed to accumulate work hours more than 15 minutes before their appointed starting time, during breaks, or 15 minutes past the appointed quitting time.

Exempt Employees

Exempt employees are expected to work without regard to overtime. Exempt employees are not eligible for payment of overtime or compensatory time. Supervisors, managers, professionals and other exempt employees may be subject to structured work schedules as set by their superiors and are required to receive prior approval to be absent from or leave the work area during work hours.

Exempt employees are paid on a "salary basis." Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period. The salary paid by the Library to salaried employees is specifically intended to compensate for their service to the Library. Subject to limited exceptions, an exempt employee receives their full salary for any work week in which the employee performs any work, regardless of the number of days or hours worked. However, such salary includes requiring the employee to charge his/her absences to paid leave accruals.

Exempt employees who are absent from the workplace for less than one day normally shall deduct the length of the absence from the appropriate paid leave account (i.e., sick or vacation leave). It is recognized,

PERSONNEL ADMINISTRATION – page 9

however, that in certain circumstances, the fulfillment of an employee's responsibilities requires longer or more irregular hours than in other situations. In such instances, the employee's superior may allow an employee the flexibility to attend to personal business away from work during normal work hours without requiring the use of accrued leave. Exercising this flexibility shall not amount to compensating the employee on an hour off for an hour worked basis. Such time away from the workplace that is not being deducted from leave accruals shall not be reported on the employee's time and attendance records.

Exempt employees who are absent from the work place for part of a week and do not have enough accrued leave to cover the absence, shall not have their salaries reduced for that portion of the absence that is not covered by paid leave. Exempt employees may be disciplined for abusive leave time (absences or tardiness). Therefore, supervisors may, and are encouraged to, keep informal accounts of employees' use of leave that is not recorded on time and attendance forms should documentation be necessary due to misuse, or disciplinary issues.

Employee Development

The purpose of the employee development program is to promote the training and development of employees in order to improve the quality of service to the Library, equip employees for career development within the Library, and provide a reservoir of skills necessary to meet current and future employment needs.

The Library is proactive in addressing liability and safety concerns through awareness training, policy distribution, skill building and role clarification.

The Library Director shall hold the primary responsibility for the development, administration and coordination of the employee development program. The Library Operations Manager will assist supervisors in a cooperative effort to complete the following activities:

- Design and implementation of employee development programs to meet the current and future needs of departments and to increase efficiency.

PERSONNEL ADMINISTRATION – page 10

- Conduct or coordinate employee development programs to meet common needs across departments.
- Maintain current information and materials on job requirements, training opportunities, employee development manuals, and other literature.
- Maintain records of training conducted and insure that authorized development programs are properly administered.
- Update employee personnel files for successful completion of development activities.
- Periodically analyze and evaluate the overall employee development needs of employees within County service.
- Assure that all employees receive equal consideration for appropriate training opportunities.
- Foster a program for the cross-training of employees when such training assignments are in the best interest of the Library.

Mandated Training

The Library will maintain records of mandated training. Certificates or other evidence of training completed may be forwarded to Library administration, which would then be included in the employee's personnel record.

Employee Orientation

New employee orientation is mandatory for all new regular and limited term employees.

The Library Operations Manager or designee is responsible for providing an orientation to familiarize new employees with their obligations and rights, and to inform them about the general functions of the Brown County Library. This orientation shall include information and education pertaining to the sexual harassment policies enacted in this set of personnel rules. Prior to beginning employment with the Library, the new employee shall complete the necessary employment forms and return the forms to the Library.

The supervisor or designee shall also orient each new employee to his/her job and work site. Said orientation shall include introduction to co-workers, safety regulations, break periods, purchasing supplies, use of the telephone, and other items as deemed necessary.

PERSONNEL ADMINISTRATION – page 11

Training

Specific reimbursements may also be provided including mileage, travel, conference attendance, and tuition.

Tuition Assistance

Tuition assistance may be provided to assist employees in job-related courses and is dependent on budget funds available. Approved course work must be directly related to an employee's current position. All course work must be completed outside the regularly scheduled work day unless the employee has prior department approval and utilizes accrued benefits/unpaid leave for any work missed.

Employee Performance Evaluations

Employees must receive a performance evaluation at least once each year. The evaluation will be based on the duties, responsibilities, and performance standards established for the employee's position, and on specific goals and objectives that have been established for that employee. The evaluation will be submitted on the form approved by Library administration.

It is the responsibility of supervisors to ensure that the performance evaluations for their employees are completed timely and appropriately. Supervisors shall evaluate new employees during the midpoint of the initial employment period.

Formal written performance evaluations are not required for temporary employees. However, it is recommended that a brief written evaluation be performed on an annual basis or at the end of the season or term for which they were employed.

The evaluation completed by the supervisor must be discussed with the employee. After the evaluation is completed, the employee and the supervisor shall sign the evaluation indicating the evaluation was reviewed with the employee.

PERSONNEL ADMINISTRATION – page 12

Comments are to be professional and job specific, supported by examples of work behavior or accomplishments. The employee shall be given the opportunity to comment in writing on the evaluation and to have those comments attached to the evaluation before it is placed in the employee's file.

The Library Operations Manager is responsible for the overall administration of the Employee Performance Evaluation system. The Library Operations Manager will advise, assist, and train evaluators and supervisors to ensure the evaluation procedures are handled in a fair and consistent manner.

The Library Operations Manager will periodically monitor compliance. If a supervisor is not in compliance, the supervisor will be notified of the non-compliance. Continued non-compliance will be reported to the Library Director.

Corrective Action, Layoffs, Termination

Demotions

Demotions may be made in lieu of layoff or can be voluntary. Demotions must be approved in advance by the Library Director.

Layoffs

The Library Director may lay off an employee or employees as a result of a shortage or stoppage of work or funds, functional reorganization, or the abolishing of positions. Before implementing a proposed layoff, the Library Director shall confer with the Library Board in order to assure compliance with the provisions of policies, personnel rules, applicable labor contracts, and labor laws.

The department shall first give consideration to the layoff or termination of employees with limited-term, trainee, and probationary status in the department, division, and classification affected. If further reductions are necessary, employees holding regular full-time and regular part-time positions shall be laid off.

Layoffs shall be based upon departmental needs after considering the efficiency and economy of the workplace. When determining the employee to layoff, the Library will consider an employee's length of service, the ability of remaining employees to satisfactorily perform the available work, and the historical job

PERSONNEL ADMINISTRATION – page 13

performance of the affected employees. Where job performance is relatively equal among the employees in a class subject to layoff, seniority shall prevail.

Within the sole discretion of the Library Board, in some cases employees scheduled for layoff may bump employees in the same classification and within the same department, provided that the employee to be bumped has less seniority and the bumping employee has equal or greater qualifications for the position into which the employee is bumping. A bumped employee may be placed in a position within the department in the same or lower classification within the sole discretion of the Library Board in consultation with the Library Director.

The Library shall notify each person laid off of all his/her rights including reinstatement eligibility. Regular employees shall receive at least fourteen (14) day notice prior to layoff. Layoff plans shall be approved by the Library Board before they are implemented. The rehiring of employees that have been laid off shall be determined by the Library Director and supervisor based on its need for the most qualified person to perform the available work.

Resignations

Employees wishing to leave Library employment are requested to submit a resignation in writing to their supervisor at least two (2) weeks in advance of their planned departure. Professional and supervisory employees should submit their resignation in writing at least four (4) weeks in advance of their planned departure. It is expected that employees will give as much notice as possible in order to facilitate recruitment and orientation of new staff members.

Employees leaving Library employment must return Library identification cards, keys, tools and equipment on or before their last day of work.

Transactions And Records Management

The Library Operations Manager shall maintain the official files of all Library employees which shall be the exclusive personnel file maintained by the Library. The files shall include all records required by law and other information as may be deemed appropriate by Library administration. All appointments, separations,

PERSONNEL ADMINISTRATION – page 14

and other personnel transactions shall be made on forms designated by Library administration. The primary purpose of these systems and procedures shall be to:

- Establish and maintain clear lines of authority for the processing of personnel transactions and management of personnel records.
- Establish and maintain uniform, easily accessible and complete employment records of all Library employees and employee transactions.
- Establish and maintain a central personnel file for each Library employee showing name, title, salary, changes in status, annual performance evaluations and such pertinent information as may be necessary for effective personnel administration and for compliance with federal and state laws.

All employees shall be responsible for notifying their supervisor of any changes which affect their personal data.

Inspection Of Records

- Public. Information as to the name, employment address, class title and salary of employees and former employees is available for public inspection during regular office hours. All other information, including employee personnel files, shall be considered confidential to prevent the invasion of privacy and shall be only accessible to those employees who utilize official records in order to perform their assigned duties. Other people who are authorized access should obtain such records from those assigned responsibility for their maintenance.
- Employees or Their Designee. Employees or a representative, designated in writing, upon written request to the Library Director, shall have the opportunity to inspect any personnel documents in accordance with procedures prescribed by Library administration and in accordance with state law (Wis. Stats. § 103.13).
- The Library may impose a reasonable charge for copies of records which it provides not to exceed the cost of making the copies including labor and materials.

Personnel records shall be retained consistent with State and Federal Law.

The Library Operations Manager shall provide the Library Director, and the Library Board with reports and information relating to personnel actions upon request or as may be appropriate.

EMPLOYEE BENEFITS

Employee Leave

Regular employees may be eligible for a variety of employee leave benefits, including:

- Vacation
- Holidays
- Personal Leave
- Casual Leave
- Short-Term/Long-Term Disability Leave
- Funeral Leave
- Jury Duty
- Other Leaves of Absence

For more details, see Brown County Library Policy N-7: Employee Leave.

Insurance

The Library participates in group insurance programs for health, dental, vision and life insurance offered by Brown County for regular employees who work 50% or more (at least 18.75 hours per week). The employee and employer contributions toward the premiums of such plan, together with the amount of deductible and design of such plan, shall be determined by the County on an annual basis.

Insurance Continuation

Employees who retire or receive disability benefits under the Wisconsin Retirement System, or those employees who become covered by social security for disability, or those who remain on the Library's long-term disability program, may continue to be covered at their own expense under the County's group health, dental, vision and life insurance plans at the group rate until age sixty-five (65) by paying the appropriate premium amounts to the County.

Retirement

Brown County and the Brown County Library participate in the Wisconsin Retirement System (WRS) in accordance with Wisconsin Statutes. Employee and employer contributions are determined by WRS and the Employee Trust Fund.

11-15-12	POL	N-14
EMPLOYEE BENEFITS		

EMPLOYEE BENEFITS – page 2

Other Benefits

Employees may be eligible for other benefits offered by the Brown County Library or by Brown County.

These benefits may include:

- Flexible Spending Account (FSA)
- Health Reimbursement Arrangement (HRA) and other healthcare-related savings vehicles
- Deferred Compensation Plan (457)
- Participation in the Brown County Employees Credit Union
- Employee Assistance Program
- Health/Wellness programs or incentives

PROBLEM RESOLUTION PROCEDURE

Misunderstandings and problems arise from time to time in any situation, and work situations can be particularly stressful. The Brown County Library strives to provide an honest and open atmosphere in which any problem, complaint, suggestion, or question receives a timely, respectful response. All employees are expected to demonstrate respect for each other at all times.

Employees can use this problem resolution procedure when they disagree with the established rules of conduct, policies, procedures, or practices of the Library, or when they come into conflict with a fellow employee. Not every problem can be resolved to all parties' satisfaction, but only thorough understanding and discussion of mutual problems can employees and supervisors develop confidence and trust in each other.

No employee will be penalized, formally or informally, for making a reasonable complaint in good faith, or for using this procedure. This procedure is an open means of upward or peer communication, so no forms or statements involved will be placed in the employee's personnel file. It is helpful, however, for the employee to document his or her concerns in writing in order to maintain clarity.

When a problem comes up, the employee should first talk directly to the person closest to the problem. Direct communication is one of the most effective ways of coming to an understanding with another person, and the goal of problem resolution is to find an equitable solution at a point as close as possible to its origin.

In some situations, it may not be feasible to talk directly to the person; in that case, the employee should bring the problem to his or her immediate supervisor. If the problem is with the employee's immediate supervisor, the employee is still encouraged to talk directly about it with the supervisor in order to resolve the issue with the person closest to the problem.

An employee who, after he or she discusses the problem with his or her supervisor, believes that the concerns are still unresolved may:

- Bring the problem to the attention of the Library Supervisor responsible for his or her branch or department.
- Ask the Library Operations Manager for guidance as to how to proceed, or for help resolving the problem.
- Request that some other third person step in to help facilitate a discussion about the problem. The employee and supervisor have the option of choosing any person about whom they can agree to act in this manner. Additionally, our Employee Assistance Program can offer services to help with problem resolution.

If, after attempting to resolve the problem in these ways, both parties still are not satisfied, the employee can refer the problem, along with a description of any actions taken to that point, to the Library Director. The Director will convene the parties involved to gather information about the problem. The Director will then develop a solution, taking into account the input of the people involved, and using the impact on library service to our communities as a guiding factor in the final decision.

A final decision will not necessarily be precedent-setting or binding on future situations unless it is officially stated as Library policy. If the Director finds that a change to Library policy is required, he or she is responsible for recommending that change to the Library Board for approval.

HARASSMENT

The most productive and satisfying work environment is one in which work is accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination that is offensive, impairs morale, undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency and stability of our organization. All employees have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of an employee's race, color, creed, ancestry, national origin, age, disability, gender, arrest or conviction record, marital status, sexual orientation, membership in the military reserve or use or nonuse of lawful products away from work is expressly prohibited under this policy. Harassment on any of these bases is also illegal under Wis. Stats. § 111.31-111.39.

This policy will be issued to all current employees and during orientation of new employees.

Harassment Definitions

In general, harassment means persistent and unwelcome conduct or actions on any of the bases underlined above. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to

- The repeated making of unsolicited, inappropriate gestures or comments;
- The display of offensive sexually graphic materials not necessary for our work;

Harassment on any basis (race, gender, age, disability, etc.) exists whenever

- Submission to harassing conduct is made a term or condition of an individual's employment, either explicitly or implicitly.
- Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual.
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

Recognizing Harassment

Harassment may be subtle, manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature or to simple teasing. It refers to behavior that is not welcome and is personally offensive to the extent that it creates an unsafe or hostile work environment for the individual target. All forms of gender harassment are covered: men can harass other men; women can harass other women. Offenders can be managers, supervisors, co-workers, or non-employees such as customers or vendors.

Some examples of verbal harassment include:

- Jokes, insults and innuendoes based on race, gender, age, disability, etc.
- Degrading sexual remarks, such as referring to someone as a stud, hunk or babe
- Whistling or cat calls

HARASSMENT – page 2

- Comments about a person's sex life, body or age
- Pressuring a person for sexual favors

Some examples of non-verbal harassment include:

- Gestures
- Staring
- Unwanted touching, including hugging and patting
- Blocking a person's movement
- Invading an individual's personal space or brushing against a person's body in an intentional manner
- Display of sexually suggestive or degrading pictures
- Display of cartoons or drawings that are derogatory to a race, gender, age, disability, etc.

Recognizing Workplace Bullying

Workplace Bullying is repeated, intentional mistreatment that singles out individuals and takes one or more of the following forms:

- Verbal abuse
- Conduct which is threatening, humiliating or intimidating
- Work interference or sabotage which prevents work from getting done
- Exploitation of a known psychological or physical vulnerability

Workplace bullying:

- Is driven by perpetrators' need to control the targeted individual(s)
- Is initiated by bullies who consciously choose their targets, timing, location, and methods
- Escalates to involve others who side with the bully, either voluntarily or through coercion
- Undermines legitimate business interests when bullies' personal agendas take precedence over work itself
- Is akin to domestic violence at work, which, if left unaddressed, makes the employer complicit in the abuse

Workplace bullying is *not* incivility, simple rudeness, or the routine exercise of acceptable managerial prerogative, nor is it conflict between two equally-powered individuals who simply disagree over intellectual ideas. Workplace bullying is as insidious and harmful as other forms of harassment and will be treated with the same gravity.

Some examples of workplace bullying include:

- spreading malicious rumors, gossip, or innuendo that is not true
- excluding or isolating someone socially
- undermining or deliberately impeding a person's work
- removing areas of responsibilities without cause
- arbitrarily and constantly changing work guidelines
- purposefully establishing impossible deadlines that will set up the individual to fail

HARASSMENT – page 3

- withholding necessary information or purposefully giving the wrong information
- intruding on a person's privacy by pestering, spying or stalking
- assigning unreasonable duties or workload with the intent to create unnecessary pressure for an individual
- maliciously underutilizing a person in a way that creates a feeling of uselessness
- yelling or using profanity
- criticizing a person persistently or constantly
- belittling a person's opinions
- tampering with a person's personal belongings or work equipment

Reporting Procedure

Any employee who believes he or she is being harassed, or any employee who becomes aware of harassment, should promptly notify his or her immediate supervisor. If the employee believes that the immediate supervisor is the harasser, or if the employee is uncomfortable discussing harassment with his or her immediate supervisor, he or she should notify the Library Supervisor responsible for his or her branch or department or the Library Operations Manager. Information on your right to file a state or federal harassment complaint is also available from the Brown County Human Resources Department.

Upon notification of a harassment complaint, the Library Operations Manager or Library Director will promptly commence a confidential and impartial investigation which will include direct interviews with involved parties and, where necessary, with employees who may be witnesses or have knowledge of matters relating to the complaint. To the extent possible, complaints of harassment will be investigated with particular care and will remain confidential. The parties of the complaint will be notified of the findings of the investigation and their options for further action.

Non-retaliation

This policy also expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of a complaint. Such employees may not be adversely affected in any manner related to their employment. Such retaliation is also illegal under Wis. Stats. § 111.322(2)(m).

Disciplinary Action

The company views harassment and retaliation to be among the most serious breaches of work place behavior. Consequently, appropriate disciplinary or corrective action, ranging from a warning to termination, can be expected.

For more information:

State Of Wisconsin
Department Of Workforce Development
Equal Rights Division
Civil Rights Bureau
201 E Washington Ave
Room A300
PO Box 8928

HARASSMENT – page 4

Madison, WI 53708

Telephone Number: (608) 266-6860

TTY Number: (608) 264-8752

Or

819 N 6th ST

Room 723

Milwaukee, WI 53203

Telephone Number: (414) 227-4384

TTY Number: (414) 227-4081

<http://dwd.wisconsin.gov>

COLLECTION DEVELOPMENT

Mission of the Library

Brown County Library exists to foster the educational, cultural and economic development of its communities by providing timely access to the world of information in many formats and by serving as a gathering place of ideas and people.

In a democratic society that depends on the free flow of information, the Brown County Library system, with its central facility, branch libraries, and bookmobile is the most visible symbol of education, lifelong learning, and intellectual freedom in Brown County.

Purpose of the Collection within the Context of the Mission

A library is identified and defined principally by its holdings of materials and information resources. The library fulfills its mission by selecting, acquiring, organizing, preserving, maintaining, and providing access to a collection of materials (both print and non-print) and electronic resources that address the interests and needs of the members of a diverse and complex community.

Purpose of the Collection Development Policy

This formal policy serves several vital purposes.

- Guides staff in making decisions about the selection, management, and preservation of library materials, and in allocating library budgets
- Informs the public of the principles that govern collection development at the Brown County Library
- Constitutes a public declaration of the library's commitment to the principles of free access to ideas and information, and to providing collections that reflect a variety of viewpoints.

General Principles of Collection Development

Collection development at the Brown County Library is founded on the principles of intellectual freedom, equal access for all, and the preservation of the documentary record of culture. The library provides a collection that balances viewpoints across a broad spectrum of opinion and subject matter in formats suitable to a variety of learning and recreational interests and skills. Using selection practices that are flexible and responsive to the changing needs of the community, the library builds and maintains collections for the general public while recognizing the needs of special population groups.

Intellectual Freedom

The library makes available a diversity of ideas and viewpoints in support of an informed citizenry and a democratic society. The library supports the individual choice and judgment of its users in seeking information, and upholds the freedom of library users to read, view, and listen.

Decisions to select or retain an item are based on the merits of each work or information source as it relates to the goals and coverage of the collection. The library considers the value of each item in its entirety and

COLLECTION DEVELOPMENT – page 2

within the context of the collection, not on specific passages or sections in the item itself. Materials are not marked, labeled, or sequestered to show approval, disapproval, or judgment as to suitability of content for particular audiences. Materials are not excluded, removed, proscribed, or suppressed because of their creators' origin, background, or views. Inclusion of an item does not constitute endorsement of its content by the Library Board. Selection of materials for adults is not constrained by possible exposure to children or young adults. Responsibility for children's and young adults' use of library collections rests with their parents, guardians, or caregivers.

To ensure the intellectual freedom rights of its library patrons, the Brown County Library Board has adopted the American Library Association's Library Bill of Rights.

Access

The library makes its collections available to all. However, not all library materials can be made immediately accessible at all locations within the Brown County Library system. Selectors decide how many copies to buy and where to locate them by considering anticipated demand, the interests of local library users, physical space limitations, and available funds.

Libraries with larger or specialized collections act as resource libraries for other branches. The largest retrospective and archival collection is maintained at the Central Library, which serves as a repository resource for the entire library system.

The Brown County Library is committed to the expeditious and cost-effective delivery of materials and information to its users. Some library materials, however, may be subject to use limitations and storage due to considerations of rarity, exceptional levels of demand, cost, physical condition, and permanent value of their information content. Efforts will be made to provide access to materials and information beyond the immediate premises of a library building, or beyond the holdings of its collection, by means of requests placed through the online catalog, interlibrary loans, online searching, provision of licensed electronic resources, and access to the Internet. In all these efforts, the Brown County Library will operate within the provisions of United States copyright law.

The advent and expansion of electronic and Internet information resources poses challenges for the future of library collections and the information needs of the public. Many materials once available in print are now also being produced in electronic format. Some are now available solely through the Internet or proprietary database products. Providing access to electronic resources is an integral part of the library's collection development efforts.

Preservation

The library recognizes the importance of a collection that reflects the past as well as the present. To achieve this, the Brown County Library preserves items of permanent or long-standing value. In accordance with established retention and preservation criteria outlined below under Collection Management, and working within financial limitations and the challenges posed by deterioration of materials, the library develops programs and procedures to insure the preservation of the documentary memory of the community.

COLLECTION DEVELOPMENT – page 3

Responsibility for Collection Development

Collection development is a process guided through all its stages by the expertise and judgment of librarians. Ultimate responsibility for the direction, purpose, and scope of collection development rests with the Brown County Library Board. Direct selection of library materials is delegated to staff members qualified for this duty by education, training, interest and job classification. The Library Director and Collection Development Manager, or in their absence, the Operations Manager, are responsible for the day-to-day administration of the policy, and delegates this professional responsibility to the librarians and staff of various library departments and branches.

Community/Audience

The library's community is diverse, consisting of individuals of various ages, races, faiths, levels of education, incomes, sexual orientations, ethnic backgrounds, and languages spoken. The library serves an ever-changing population. Its primary audience is the residents of Brown County. Secondly the Brown County Library serves residents of the larger northeast Wisconsin metropolitan area and the state of Wisconsin through its role as the resource library for the Nicolet Federated Library System, an eight-county system of public libraries, and through interlibrary loan and direct/reciprocal borrowing. Green Bay and the Brown County metropolitan area have a strong, stable business and economic climate, a rich arts community, many institutions of higher education, and an abundance of active civic and cultural organizations.

The Brown County Library meets the needs of its diverse community with collections that emphasize:

- Early literacy and other initiatives for young children
- Support for students in all levels of formal education
- Lifelong learning for adults
- Recreational reading, listening, and viewing for all ages
- General research, but especially in areas of local or regional interest, or subjects in high demand
- Artistic and creative resources
- Information and fact-finding services
- Occupational and professional development materials
- The particular or specific needs of identified populations of users

The focus of each library branch varies depending upon the needs of the groups served by that branch, but the Central Library and all other library outlets work together to support the operations of the system as a whole with their individual services and collections.

Context and Scope of Collection Development at the Brown County Library

The Brown County Library's branch libraries, bookmobile, Central Library, and a variety of long-standing interagency agreements all contribute to the rich mixture of resources and information available to the county, region, and state.

The Central Library provides collections and services to both the Brown County branch libraries and to libraries throughout the northeast Wisconsin region, and also serves as a community library for people who live and/or work downtown. As a public library in an urban setting, the Central Library preserves materials for the future,

COLLECTION DEVELOPMENT – page 4

especially those of local interest or significance. Through its Local History and Genealogy Department, it serves as the

collective memory of the community. Like other public libraries, the Central Library provides comprehensive collections in well-defined subject areas as well as special collections in selected topics based on historical demand.

Branch library collections are developed primarily to serve users in the neighborhood that directly surrounds each library. Service areas of libraries with larger collections extend beyond their immediate neighborhoods. Branch library collections contain primarily current, general interest materials on a wide variety of subjects for all ages. Each community library's collection varies in size, scope, and depth according to the library's patterns of use, the expressed needs of the community, the space limitations of the facility, and the available funding for materials.

Brown County Library considers the holdings of other libraries locally, regionally, and nationally in making selection and retention decisions. In the same way, the existence of Brown County Library's collection enables other area libraries to develop their collections in different ways. The library also participates in reciprocal borrowing and resource sharing agreements with other libraries; e.g. NEWIL (Northeast Wisconsin Intertype Libraries) to further expand the range of materials provided.

Collection Management Selection Sources

Sources for selection decisions include, among others: published reviews, vendor or publisher catalogs, advertisements, and user requests or recommendations.

Selection Criteria

Librarians use their subject knowledge and expertise in combination with the standards listed below to select and evaluate collection items. Gifts, donations, and purchases are selected using the same criteria. These criteria are not in priority order; an item need not meet all criteria to be selected.

General Criteria

- Suitability of format or physical form for library use and as user demand dictates, based on universal criteria established in this policy
- Cost relative to the value the item contributes to the collection; basic cost
- Space required relative to the value the item contributes to the collection
- The extent to which the item supplements, expands on, or supports the existing collection, rather than duplicates it
- Relevance to observed and anticipated community needs and desires, reflecting generally accepted community standards for content and quality.
- Reputation and qualifications of the author, creator, illustrator, producer or publisher of the work
- Local significance of the author or creator of the work; local emphasis

COLLECTION DEVELOPMENT – page 5

Content Criteria

- Comprehensiveness of treatment, including breadth and depth
- Skill and purpose of author or creator
- Consideration of the merit of the work as a whole, rather than a specific passage or passages, as evidenced by positive reviews from reliable sources.
- Evaluation of the currency and accuracy of the information contained, to the extent that is possible
- Representation of diverse points of view
- Representation of important movements, subjects, genres, or trends of local, regional, or national significance
- Long-term or historical significance or interest
- Relevance of the information to immediate local requirements

Electronic Format Criteria

Additional criteria are considered when selecting materials available in electronic formats.

- Ease of use of the product
- Accessibility to multiple users
- Access to needed equipment
- Enhancement of the print equivalent (if any) in terms of speed, flexibility, combinations of search terms, or general utility
- Continued access to retrospective information when necessary or desirable
- Reduction of space requirements over print products
- Reduction in number of copies of a print source when purchased for multiple locations

Gifts and Donations

Funds

The library accepts monetary gifts intended for the purchase of library materials when donors' intentions for the gifts are consistent with the library's collection objectives.

Materials

The library accepts donations of materials that are in good condition if deemed valuable to the collection. The library reserves the right to make final disposition of all gifts received. Gifts may be added to the collection or rejected at the discretion of the library. Gift materials not added to the collection are not returned to the donor. Unused gifts may be given to the Friends of the Brown County Library for public sale or disposed of in some other way.

Retention, Preservation, and Review of Materials

Retention and Preservation Criteria

The library operates on the premise that retention and preservation decisions are another type of selection choice. With the same criteria used to select new materials, the library retains or preserves

COLLECTION DEVELOPMENT – page 6

materials of long-standing value to its mission and collections.

Significant and valuable portions of the collection that no longer fill a current or projected public need may be withdrawn with approval of the Library Board.

Retention

Condition, content, inherent value, and use are the primary criteria used to determine the continued retention of materials in the collection. Many fields of knowledge are drastically altered by new discoveries and changes in culture. As demand declines, the library selectively removes multiple copies, making exceptions for areas of special importance to the overall collection. The library also removes worn, damaged, and obsolete materials that cannot be repaired and are no longer usable.

Preservation

The library preserves those materials that cannot be replaced, but that continue to have long-standing or permanent significance to the overall collection. The library may use a variety of means to preserve such materials, including preservation photocopying, microfilming, encapsulation, digitizing, replacement of content through the purchase of another edition, rebinding, de-acidifying, custom reprinting, and use restriction. The library also encourages preservation of materials by educating the public and staff about care of materials and by instituting procedures for proper handling and storage of materials.

Withdrawal of Materials

The Library Board recognizes that withdrawing materials from the collection is an important part of maintaining the library collection. Withdrawal of library materials is the responsibility of the Library Director and Collection Development Manager, or their absence, the Operations Manager, who authorizes qualified staff to assist. Withdrawn materials become the property of the Friends of the Brown County Library, and are offered for sale to the general public at their book sales. The proceeds from such sales are available to the Library through the Friends to enrich its collection and services.

The withdrawal policy of the Library includes the same factors as the selection policy and is not intended to sanction removal of library materials based upon any controversy.

Evaluation Criteria

Evaluation techniques are used to measure collection usefulness in terms of scope and depth, as well as strengths and weaknesses.

Among the measures and evaluation techniques used by library staff are:

- Age and condition of items in the collection
- Comparison of the collection with accepted core collection lists
- Frequency of requests placed through the online catalog and interlibrary loan
- Circulation
- In-house use of materials
- User surveys
- Relevance to observed and anticipated community needs and desires
- Long-term or historical significance or interest

11-15-12	POL	G-1
COLLECTION DEVELOPMENT		

COLLECTION DEVELOPMENT – page 7

Request for Review

Library users may occasionally object to titles that have been selected for the collection. Persons seeking the reconsideration of a book, videocassette, compact disc, or other item are asked to complete a "Request for Review of Library Materials," available from the Administrative Office at the Central Library. The library, upon receipt of a completed form, reviews the item for inclusion in the collection in light of the library's overall objectives, its Collection Development Policy, the Library Bill of Rights, and the American Library Association's guidelines on intellectual freedom. All completed reviews become public records.

Policy Review

This Collection Development policy is periodically reviewed, revised, and/or reaffirmed by the Library Board.

Owned Libraries 4 Year Annual Utility Totals

Central		Electric	Gas
2011	110,126.18	13,546.06	
2010	\$113,553.26	\$20,625.51	
2009	\$115,531.10	\$37,388.71	
2008	\$116,107.81	\$48,468.62	

Weyers Hiliard		Electric	Gas
2011	\$21,786.81	\$6,389.26	
2010	\$24,313.23	\$8,123.99	
2009	\$28,074.15	\$10,523.05	
2008	\$27,814.82	\$12,681.80	

Ashwaubenon		Electric	Gas
2011	\$9,417.34	\$3,219.80	
2010	\$8,778.64	\$3,155.04	
2009	\$9,044.48	\$3,993.28	
2008	\$10,583.29	\$7,352.46	

Southwest		Electric	Gas
2011	\$4,602.84	\$1,486.85	
2010	\$4,637.16	\$1,764.76	
2009	\$4,987.66	\$2,256.09	
2008	\$5,077.10	\$2,543.93	

Kress		Electric	Gas
2011	\$21,686.30	\$4,785.66	
2010	\$24,350.72	\$10,429.95	
2009	\$31,896.30	\$16,704.26	
2008	\$33,704.16	\$21,221.79	



THANK YOU

Donor's Name(s) _____

Address _____

City _____

State _____ ZIP _____

How/where did you hear of this campaign? _____

Why did you donate? Any comments? _____

Please tell us what you donated. _____

May we use your name in publicity? ☐ Yes ☐ No

Give-A-Kid-A-Book is partially funded by Associated Bank and Brown County Community Women's Club.



Associated Bank

associatedbank.com



bccwc.org

DROP OFF YOUR BOOK
DONATIONS AT ANY
BROWN COUNTY LIBRARY

Central Library

515 Pine Street
Green Bay, WI 54301
448-5811

Pulaski Branch

222 W. Pulaski Street
Pulaski, WI 54162
822-3220

Ashwaubenon Branch

1060 Orlando Drive
Green Bay, WI 54304
492-4913

Southwest Branch

974 Ninth Street
Green Bay, WI 54304
492-4910

Denmark Branch

450 N. Wall Street
Denmark, WI 54208
863-6613

Weyers-Hilliard Branch

2680 Riverview Drive
Green Bay, WI 54313
448-4405

East Branch

2255 Main Street
Green Bay, WI 54301
391-4600

Wrightstown Branch

615 Main Street
Wrightstown, WI 54180
532-4011

Kress Family Library

333 N. Broadway
De Pere, WI 54115
448-4407

Bookmobile

448-4400
(call for schedule)



GIVE-A-KID-A-BOOK

Artwork designed by Arketype.

KIDS WHO READ... SUCCEED!

To a child, the most magical two words are "story time." A book can be a best friend. It can transport young, curious minds to far-off places – and open up a world of possibilities.

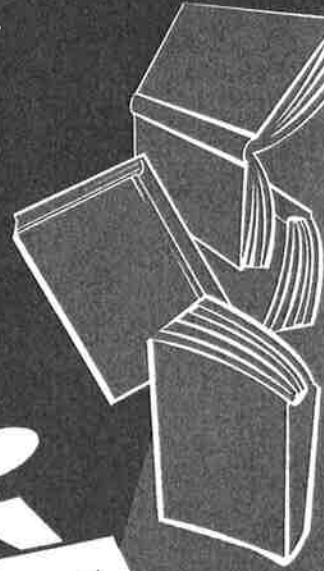


The impact of you donation is great.

Thousands of children from low-income families in our community will receive these books as gifts.

Every child wants a book to call their own.

Please help.



Donate!

Drop off new, unwrapped books at any Brown County Library or anywhere you see a Give-A-Kid-A-Book collection box by December 10.



EVERY FUTURE
BEGINS WITH
"ONCE UPON A TIME"

BOOKS TO DONATE.



Donate new books that are fun for babies, children, or young adults up to age 18.

- board books
- bilingual books
- beginning readers
- teen novels
- popular titles
- bestsellers
- special interest (i.e. sports, science activities)

- your childhood favorite

Or make a financial donation and the library will shop for you!

Make checks payable and mail to:

Friends of Brown County Library - GAKAB
515 Pine Street
Green Bay, WI 54301

Questions? Call Brown County Library.

920-448-5811

www.browncountylibrary.org

Due to the increase in competition and the dwindling number of golf outings I am proposing a new rate structure for golf outings. This new rate structure along with cooperation from the current golf pro and current food vendor would allow us to become more competitive in attracting more outings to the Brown County Golf Course. Over the last couple of years we have seen our outing numbers start to decrease. This is two fold, one we have lost outings to other golf courses due to lower rates and the overall size of our facility and second the outings just no longer exist, example River's Bend or Budweiser. I am proposing the following:

Outing Size	Price	Discount
0 - 59 Players	\$ 31.00	0%
60 - 99 Players	\$ 28.00	10%
100 + Players	\$ 25.00	20%

NEW Zoo Operations Report: November 2012

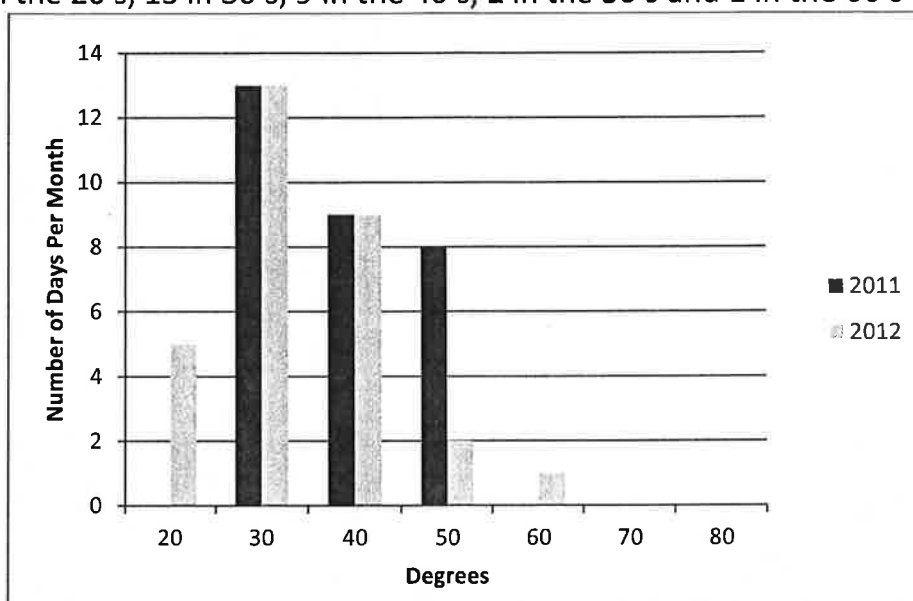
Noteworthy:

Average Temperature recorded at the zoo in November 2011 = 42°F

13 days in the 30's, 9 in the 40's, 8 in the 50's

Average Temperature recorded at the zoo in November 2012 = 38°F

5 days in the 20's, 13 in 30's, 9 in the 40's, 2 in the 50's and 1 in the 60's



Lowest temperature for period in 2011: 30°F Highest Temp: 56°F

Lowest temperature for period in 2012: 24°F Highest Temp: 60°F

November

- The Dedication of the new Educational Center, and the Pet Memorial Gardens took place on the 3rd. 82 people, including the Mayor of Green Bay, members of the Barth Family, Zoological Society members, the local media and a representative from the AZA were in attendance.
- 369 guests visited – and *additional* 104 military members and their families enjoyed free admittance - the Zoo in honor of Veterans Day on November 11th.
- 2 Birthday Parties were held in the Mayan Restaurant, generating an additional \$400 in revenue.
- Attendance matched 2010 and 2011 numbers for the month of November.
- Zoo Pass sales, as well as Concession revenue stayed in line historically with 2010 & 11.
- Gift Shop sales compared favorably with 2010 numbers, and was only slightly off from 2011.
- The “winterization” of the Zoo was completed. Carousel, Vending, Soda Machines and the Train were all set for the winter months. Maintenance prepared the animal exhibits as required for colder weather.

**NEW ZOO
ADMISSIONS REVENUE ATTENDANCE
2012 REPORT
2010, 2011, 2012**

ATTENDANCE

MONTH	2010	2011	2012
January	834	592	1,478
February	1,649	1,240	2,705
March	11,754	4,112	16,576
April	29,292	16,835	27,117
May	38,070	34,741	37,257
June	41,647	43,321	38,457
July	39,142	40,042	31,800
August	42,345	48,792	39,342
September	17,938	15,637	17,907
October	27,836	31,148	25,959
November	2,571	2,693	2,604
December	1,266	1,949	
TOTAL	254,344	241,102	241,202

ADMISSION & DONATIONS

	2010		2011		2012		DONATION BIN	(-)/(+)	2010		2011		2012	
	ADMISSIONS	DONATION BIN	ADMISSIONS	DONATION BIN	ADMISSIONS	DONATION BIN			PER CAP	PER CAP	PER CAP	PER CAP	PER CAP	PER CAP
MONTH														
January	1,532.00	590.80	1,239.00	389.55	2,544.25	499.00	1305.25		\$1.84	\$2.09	\$1.72			\$1.72
February	3,714.10	41.00	2,506.00	429.78	4,438.00	227.35	1932.00		\$2.25	\$2.02	\$1.64			\$1.64
March	27,371.74	184.00	9,465.00	83.95	57,832.00	5.00	48367.00		\$2.33	\$2.30	\$3.49			\$3.49
April	57,448.67	931.97	33,618.40	-	70,708.04	1,063.92	37089.64		\$1.96	\$2.00	\$2.61			\$2.61
May	118,802.99	427.56	100,768.40	515.18	139,311.23	479.48	38542.83		\$3.12	\$2.90	\$3.74			\$3.74
June	112,869.92	385.04	122,512.42	526.74	155,736.01	479.34	33223.59		\$2.71	\$2.83	\$4.05			\$4.05
July	115,654.19	483.99	123,122.83	616.58	134,766.05	912.97	11643.22		\$2.95	\$3.07	\$4.24			\$4.24
August	129,290.88	476.65	141,956.40	547.61	160,778.75	474.79	18822.35		\$3.05	\$2.91	\$4.09			\$4.09
September	50,826.50	657.88	50,013.28	791.07	71,549.06	1,280.76	21535.78		\$2.83	\$3.20	\$4.00			\$4.00
October	30,099.13	131.50	36,991.97	469.46	68,375.30	1,463.47	31383.33		\$1.08	\$1.19	\$2.63			\$2.63
November	6,103.00	251.00	7,318.45	186.05	7,498.02	288.06	179.57		\$2.37	\$2.72	\$2.88			\$2.88
December	3,380.28	1,552.00	4,801.73	271.41					\$2.67	\$2.46				
TOTAL	\$657,093.40	\$6,113.39	\$634,313.88	\$4,827.38	\$873,536.71	\$7,174.14	244024.56		\$2.43	\$2.47	\$3.19			\$3.19

30

**NEW ZOO
GIFT SHOP, MAYAN
ZOO PASS REVENUE**

2012 REPORT 2010, 2011, 2012					2010	2011	2012
Paws & Claws					PER	PER	PER
Gift Shop	2010	2011	2012	(-)/(+)	CAP	CAP	CAP
January	\$ 1,100.43	\$ 850.64	\$ 1,039.73	\$ 189.09	\$1.32	\$1.44	0.70
February	\$ 1,733.75	\$ 1,813.73	\$ 2,590.76	\$ 777.03	\$1.05	\$1.46	0.96
March	\$ 10,694.13	\$ 4,436.34	\$ 17,393.87	\$ 12,957.53	\$0.91	\$1.08	1.05
April	\$ 25,606.74	\$ 12,644.60	\$ 25,425.46	\$ 12,780.86	\$0.87	\$0.75	0.94
May	\$ 41,462.02	\$ 36,626.74	\$ 40,899.61	\$ 4,272.87	\$1.09	\$1.05	1.10
June	\$ 45,906.57	\$ 44,855.32	\$ 42,680.43	\$ (2,174.89)	\$1.10	\$1.04	1.11
July	\$ 44,312.40	\$ 46,882.07	\$ 42,478.70	\$ (4,403.37)	\$1.13	\$1.17	1.34
August	\$ 48,932.87	\$ 50,252.33	\$ 40,950.79	\$ (9,301.54)	\$1.16	\$1.03	1.04
September	\$ 16,193.99	\$ 15,149.13	\$ 16,563.22	\$ 1,414.09	\$0.90	\$0.97	0.92
October	\$ 17,078.70	\$ 18,782.65	\$ 11,876.10	\$ (6,906.55)	\$0.61	\$0.60	0.46
November	\$ 2,444.98	\$ 3,733.23	\$ 2,394.31	\$ (1,338.92)	\$0.95	\$1.39	0.92
December	\$ 1,847.89	\$ 3,659.67			\$1.46	\$1.88	
TOTAL	\$ 257,314.47	\$ 239,686.45	\$ 244,292.98	\$ 8,266.20	\$ 1.05	\$ 1.15	\$ 0.96

					2010	2011	2012
Mayan					PER	PER	PER
Taste of Tropic	2010	2011	2012	(-)/(+)	CAP	CAP	CAP
January	\$ 1,702.25	\$ 974.96	\$ 1,739.60	\$ 764.64	\$2.04	\$1.65	\$1.18
February	\$ 2,542.97	\$ 1,677.23	\$ 2,909.96	\$ 1,232.73	\$1.54	\$1.35	\$1.08
March	\$ 13,071.01	\$ 4,831.74	\$ 19,988.69	\$ 15,156.95	\$1.11	\$1.18	\$1.21
April	\$ 22,461.64	\$ 13,908.56	\$ 31,085.05	\$ 17,176.49	\$0.77	\$0.83	\$1.15
May	\$ 40,170.65	\$ 33,326.69	\$ 40,333.93	\$ 7,007.24	\$1.06	\$0.96	\$1.08
June	\$ 44,864.86	\$ 47,807.81	\$ 47,150.95	\$ (656.86)	\$1.08	\$1.10	\$1.23
July	\$ 48,815.59	\$ 52,190.85	\$ 51,853.30	\$ (337.55)	\$1.25	\$1.30	\$1.63
August	\$ 52,917.17	\$ 57,760.72	\$ 52,829.77	\$ (4,930.95)	\$1.25	\$1.18	\$1.34
September	\$ 19,543.36	\$ 19,539.45	\$ 28,950.70	\$ 9,411.25	\$1.09	\$1.25	\$1.62
October	\$ 22,334.07	\$ 25,618.50	\$ 16,577.99	\$ (9,040.51)	\$0.80	\$0.82	\$0.64
November	\$ 2,874.40	\$ 2,972.94	\$ 2,776.76	\$ (196.18)	\$1.12	\$1.10	\$1.07
December	\$ 1,797.83	\$ 2,594.06			\$1.42	\$1.33	
TOTAL	\$ 273,095.80	\$ 263,203.51	\$ 296,196.70	\$ 35,587.25	\$ 1.21	\$ 1.17	\$ 1.20

ZOO PASS							
MONTH	2010	2011	2012	(-)/(+)	NEW	RENEWAL	TOTAL
January	\$ 2,317.00	\$ 1,385.00	\$ 1,872.00	\$ 487.00	14	10	24
February	\$ 3,177.00	\$ 2,485.00	\$ 2,878.00	\$ 393.00	33	10	43
March	\$ 17,882.00	\$ 8,042.00	\$ 20,763.00	\$ 12,721.00	284	27	311
April	\$ 24,530.00	\$ 21,614.00	\$ 20,150.00	\$ (1,464.00)	233	83	316
May	\$ 28,047.00	\$ 24,232.00	\$ 14,759.00	\$ (9,473.00)	171	102	273
June	\$ 25,770.00	\$ 20,412.00	\$ 16,591.00	\$ (3,821.00)	249	120	369
July	\$ 18,033.00	\$ 12,127.00	\$ 12,066.00	\$ (61.00)			139
August	\$ 14,188.00	\$ 10,538.00	\$ 10,579.00	\$ 41.00			155
September	\$ 6,816.00	\$ 5,341.00	\$ 6,022.00	\$ 681.00			145
October	\$ 5,581.00	\$ 5,036.00	\$ 2,390.00	\$ (2,646.00)			
November	\$ 4,494.00	\$ 5,802.00	\$ 5,102.00	\$ (700.00)			
December	\$ 8,660.00	\$ 10,079.00					
TOTAL	\$ 159,495.00	\$ 127,093.00	\$ 113,172.00	\$ (3,842.00)	984	352	1775

November 2012

Day	Date	Gift Shop	Concessions	Admissions	Vending	Zoo Pass	I Adopt/zoo	Donation	Cons. Fund	Misc	Special Event	Attend.	Temp/W
Wed	7	23.19	59.41	40.91	12.32	64.00	141.00	-	-	-	-	12	2,3
Thu	8	18.98	107.32	112.00	30.33	128.00	80.95	-	-	-	-	43	2
Fri	9	91.29	63.85	203.19	46.26	-	-	-	-	-	-	65	2
Sat	10	41.94	160.42	472.55	126.07	167.00	30.00	-	-	-	125.00	122	2,3
Sun	11	202.33	296.78	728.00	225.02	39.00	165.00	-	-	1.90	-	473	2,3
Mon	12	28.98	20.62	36.00	7.58	64.00	-	107.45	-	-	-	8	4, 2
Tue	13	48.12	33.13	26.00	10.24	67.00	-	-	-	-	-	11	1
Wed	14	19.78	52.39	88.00	10.43	310.00	-	100.00	-	-	-	26	2
Thu	15	73.18	171.60	192.00	31.00	5.00	126.00	-	-	-	-	46	1
Fri	16	22.26	55.19	163.00	55.45	-	-	-	-	-	-	61	2
Sat	17	160.11	173.68	667.58	189.10	128.00	-	-	-	-	-	227	1,2
Sun	18	79.71	192.39	597.78	100.24	254.00	-	-	-	-	-	170	1
Mon	19	14.00	67.86	486.01	80.57	195.00	-	-	-	-	-	127	1
Tue	20	83.00	71.26	351.45	140.28	64.00	-	-	-	1.90	-	101	1
Wed	21	136.25	199.20	598.26	423.98	613.00	-	-	-	-	-	259	1
Thu	22	83.49	85.05	380.00	79.62	190.00	-	-	-	-	-	117	1
Fri	23	579.02	96.55	209.86	30.33	-	-	-	-	-	-	49	1
Sat	24	72.58	175.54	391.30	49.29	195.00	-	-	-	-	-	98	1
Sun	25	8.55	4.07	37.99	19.91	59.00	-	80.61	-	-	-	21	2
Mon	26	9.99	3.35	0.01	145.73	134.00	337.00	-	2.10	-	-	2	1
Tue	27	14.99	24.94	0.01	-	64.00	25.00	-	-	-	-	0	1
Wed	28	-	21.91	22.00	4.74	451.00	25.00	-	-	-	-	6	1
Thu	29	-	32.54	74.00	24.45	590.00	-	-	-	-	-	24	2
Fri	30	22.97	4.78	48.00	5.69	128.00	22.00	-	-	-	-	9	2
Total		\$ 2,394.31	\$ 2,776.76	\$ 7,498.02	\$ 2,237.11	\$ 5,102.00	\$ 1,239.95	\$ 288.06	\$ 2.10	\$ 3.80	\$ 250.00	2,604	

Weather K 1 = Sunny 2 = Overcast 3 = Rain 4 = Snow

Total Attendance: 2,604

NEW ZOO

Brown County

4418 REFORESTATION ROAD
GREEN BAY, WISCONSIN 54313

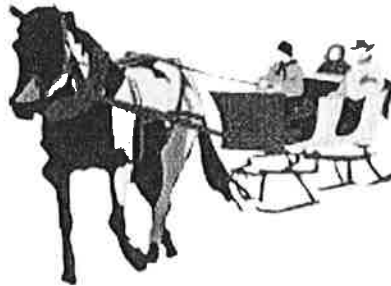
FOR IMMEDIATE RELEASE



ANDY ANDERSON

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NEW Zoo "Holiday Fest" is Back!



The NEW Zoo will be hosting its annual Holiday Fest on December 14th and 15th. *

On Friday and Saturday evening starting at 5pm and ending at 8 pm, Santa will be on site! Take a horse drawn wagon ride through the woods (\$2 charge) and warm up after the "sleigh" ride in the newly dedicated Education Center. Meet some of our live animal ambassadors!

On Saturday from 8 am to noon, stop by the Mayan and have **Breakfast with Santa!** All you can eat pancakes and porkies (\$6 adults ~16 years and up, \$4 for children and seniors).

Kids can join in for a holiday-themed activity. People of all ages will enjoy something from the menu in the Mayan Taste of the Tropics Restaurant.

Black Friday prices return for Friday AND Saturday in the Paws and Claws Gift Shop. Gift items are **50% off!!** (This does not apply to admission or Zoo Passes.)

Bring in a Christmas present for your favorite Zoo animal! They really *LOVE* gift cards from Fleet Farm, Wal-Mart, and Petco, also Rubbermaid bins of all sizes, or any monetary contributions.

*Regular Zoo admission applies for all events

Regular NEW Zoo Admission fees are: Adults: \$6.00, Children (ages 3-15) Seniors (62 and older): \$4.00, Children 2 and under: Free

NEW Zoo Winter hours are daily 9 am-4 pm

Additional information about the zoo, including upcoming events, can also be found on our website at

www.newzoo.org Like us on Facebook!



The NEW Zoo is an always new, natural adventure that promotes recreation, education and conservation through encounters with live animals.

The NEW Zoo is one of only six AZA accredited zoos in the country that does not receive local or regional public tax support for the its annual operations.